

# **avila** **COLLEGE**



**1988-1989**  
**Catalog**





AVILA COLLEGE  
11901 Wornall Road  
Kansas City, Missouri 64145  
(816) 942-8400



### **MOTTO OF SAINT TERESA OF AVILA**

*"Deo adjuvante, non timendum."*

*"God helping, fear not."*

## **ACCREDITATION**

### **Accrediting Agencies**

North Central Association of Colleges and Schools

Committee on Allied Health Education and Accreditation/Joint Review  
Committee on Education in Radiologic Technology, and National  
Accrediting Agency for Clinical Laboratory Sciences.

Council on Social Work Education, B.S.W.

Missouri State Board of Nursing

Missouri State Department of Public Education

National League for Nursing

### **Professional Approval**

American Bar Association, approval of Legal Assistant Program

### **— Nondiscriminatory Policy —**

Avila College does not discriminate on the basis of sex, race, age, color, handicap or national origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs. Inquiries may be addressed to the Director of Affirmative Action at Avila College.

This catalog is not to be construed as a contract. The college reserves the right to change fees, tuition, or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. Avila College offers both equal education and equal employment opportunities.



## MISSION STATEMENT

Avila College is a value-based community of learning, Catholic, coeducational and sponsored by the Sisters of St. Joseph of Carondelet. In a climate respecting the worth and dignity of each individual, the college provides liberal arts, professional undergraduate and graduate education for students' responsible life-long contributions to the contemporary world.

## PHILOSOPHY

Avila College, sponsored by the Sisters of St. Joseph of Carondelet, is an academic community dedicated to education in the liberal arts and the professional areas.

Avila is a Catholic college that seeks to foster the intellectual, spiritual and social growth of its members. The college community includes men and women with a diversity of religious convictions.

The administration, faculty, staff and students work together to create an environment wherein the quality of Christian hope permeates and enlivens an objective search for truth.

Avila students are encouraged to develop values which enable them to grow in freedom and responsibility as they respond to contemporary social and moral issues.

The Avila community provides an atmosphere of faith and support in which members may gain insight into themselves, their relationship with God, and their place in service in the world community.



## HISTORY OF AVILA COLLEGE

Avila College was founded by the Sisters of St. Joseph of Carondelet who participate in the social mission of the Church by ministering to the needs of society through education.

Avila was chartered in 1916, the first private college for women in Kansas City and was known as the College of St. Teresa. It offered a two-year liberal arts program leading to an Associate of Arts degree. Avila became a four-year college in 1940 and was accredited by the North Central Association in 1946. It has maintained its standing since that time.

The rapid growth of the college decreed an expansion of building and curriculum. The college moved to a new suburban campus in 1963, with a new name, Avila, honoring Teresa of Avila. The college became coeducational in 1969. Nine buildings make up the campus: the academic building, administration building, student centre, faculty residence and chapel, theatre/nurse education complex, two residence halls, a library/education centre, and fieldhouse.







## STUDENT SERVICES

Outside the Avila classroom can be as rewarding as inside the classroom environment. The academic experience is enhanced through a variety of offices, programs, and services. The Student Affairs staff coordinates opportunities for personal, intellectual, physical, social and spiritual growth. Combined, these opportunities promote a successful college experience.

The **Residence Halls** offer a community living environment unique to the college lifestyle. Facilities consist of two modern and air-conditioned residence halls, each housing approximately 116 students. Each hall has lounges, study areas, kitchenettes, and laundry facilities.

**College Skills** is a program of credit classes, informal workshops, handouts and reference materials as well as individual attention geared to enhance your skills for success at Avila. Programs include skill building, stress and time management assistance, and opportunities to master the art of being a student.

**Career Development and Counseling** services include vocational testing, career counseling, job listings, resume writing assistance and career/life planning courses. Personal counseling on a short term basis and counseling referrals of all types are also handled through this office.

**Health Services** are available for all students, resident or commuter, full or part-time. The Student Health Office is maintained by a Registered Nurse and nursing student assistants. Health teaching and education about wellness are promoted on an individual basis

and through group health presentations and educational materials.

**Campus Ministry** views the development and exploration of spiritual values as an important part of the total experience of Avila. Services are for all members of the Avila community, regardless of religious preference. Students are invited to discover and develop their individual spirituality through a variety of programs: liturgical celebrations, music, volunteer services, retreats, peer ministry and more.

Completed in 1978, the **Hooley-Bundschu Library** is an 18,000 square foot structure, with a collection of 74,500 volumes, 465 periodicals, the entire ERIC collection on microfiche, records, microfilm, cassettes, 16mm film, slides, videocassettes, filmstrips, computers and computer software.

The **Child Care Center** is designed to provide care for the children of student-parents who attend classes at Avila between the hours of 7:30 am and 5:30 pm, Monday-Friday. The center is available for children between the ages of 2 and 6 and is supervised by qualified personnel.

The campus **Bookstore** operates to meet the needs for texts, supplies and many gift items. The bookstore also operates the Lost & Found department for the campus.

Through the Avila College **Alumni Association** men and women who have attended the college can maintain friendships and loyalties developed during their college years. Any former student who has completed twenty-

four (24) semester hours of coursework at Avila is considered an alumnus. Through the association, alumni promote the continued growth of the college and their own interest in higher education.

## RECREATION

### Intercollegiate Athletics

Avila's intercollegiate athletic program sponsors four team sports: soccer, volleyball, and men and women's basketball. Men's teams are organized for soccer in the fall and basketball in the winter. Women's teams play fall volleyball and winter basketball.

All students are welcome to try-out for any of Avila's intercollegiate teams and can involve themselves in other aspects of the athletic program, such as team manager, trainer, and assistant coach.

### Intramurals

Facilities for general recreation include six tennis courts, an outdoor basketball/volleyball court, fields for softball, football, and soccer, a fieldhouse with a universal gym and the games room for table tennis and billiards in lower Marian Centre. Through the Intramural Program, organized competition and group activities are coordinated throughout the academic year.

Intramurals offer the opportunity for students, staff, and faculty to involve themselves in competitive and non-competitive sports. Competition exists in volleyball, softball, table tennis, billiards, tennis, basketball and soccer. Non-competitive activities are arranged through travel programs, rental of other facilities, and the open hours of the Fieldhouse and Games Room.



## STUDENT DEVELOPMENT

The primary objective of being involved in any activity is the growth and development of each participant. It is said that "you can just go to class and get a degree, or you can become involved and get an education." The Office of Student Development is concerned with all aspects of the student's life, and hopes to facilitate leadership development by encouraging involvement on the part of each individual.

### Clubs and Organizations

There are many clubs and organizations which offer students the opportunity to become involved and provide rewarding and exciting experiences. Each of these provide a spectrum of activities. Many of the organizations currently recognized are associated with external, national organizations, thus providing students with the opportunity to meet with people who share their interests outside the college.

### Publications

The **Avila Examiner** is the student newspaper published every two weeks during the academic school year excluding vacation periods. Students make up the entire editorial staff and are under the guidance of the Activities Advisor. No previous newspaper experience is required for students to be on the staff and participation is open to anyone interested in any aspect of newspaper production.

The **Avila Anthem** is the college yearbook and is staffed completely by students and is under the guidance of the Director of Student Development.

### Student Government

All students admitted and enrolled for credit at Avila College are members of

Avila College Student Government (ACSG). Ten students, elected in the annual campus-wide elections, comprise the Student Senate. ACSG assists the College in its commitment as an institution of higher learning with the following goals: to promote a campus-wide spirit of unity; to act as a means of communication between students, faculty, staff, and administration; to help solve problems and to initiate, promote, and supervise campus activities.

### Honor Societies

DELTA EPSILON SIGMA is a national scholastic honor society for students of Catholic colleges and universities.

KAPPA GAMMA PI is a national honor society for alumnae of Catholic colleges.

PI DELTA PHI is a national honor society for French majors and minors.

ALPHA SIGMA PI is an Avila College honor society for recipients of the Avila Medal.

SIGMA THETA TAU, Beta Lambda chapter, is a national honor society for nurses.

PSI CHI is the national honor society for students completing a major or minor in psychology.

### Awards

The Avila Medal is an honor conferred by the president. The award is made on qualifications of character, service, and loyalty.

The Ariston Award is an honor conferred by the students on the outstanding senior.

Who's Who Among Students in American Colleges and Universities is an award conferred upon those graduating seniors who have shown outstanding merit and accomplishment.

The St. Catherine's Medal is given annually through Delta Epsilon Sigma to the sophomore woman who has the best record of progressive achievement for her class at the college.

The St. Thomas More Medal is given annually by the Avila College faculty to the male sophomore student who has the best record of progressive achievement for his class at the college.

Academic departments and offices confer more than 20 awards for scholarship, leadership and contributions to the college. These are awarded annually at the Honors Convocation held on commencement day.

### **Theatre**

Productions of comedies, dramas, and musicals offer students the opportunity to participate with both the on-stage and off-stage aspects of college theatre. The Avila Theatre Department presents approximately four Goppert Theatre productions and two or more Alternate Theatre shows during the academic year.

## **STUDENT POLICIES**

Participation in the community at Avila entails responsibilities as well as privileges. Acceptance and adherence to these are necessary for the protection of the rights of others and the protection and health of the community.

### **STUDENT CONDUCT**

Avila is committed to the educational development of the total person, and seeks to develop an environment that is conducive to academic endeavor, social, spiritual, personal and physical growth with individual self-discipline and responsibility. The individual who enters this community voluntarily assumes obligations of performance and behavior required by the institution, relevant to its purposes and functions. Disciplinary sanctions may be imposed by the College whenever student conduct interferes with the College's responsibility of ensuring the opportunity of the college to attain educational

objectives, or its responsibilities of protecting the rights, health, and safety of its members. (See student handbook for complete copy of the Code of Conduct.)

### **Substance Abuse**

Avila College is committed to helping all members of the college community to make responsible decisions in all areas of their lives. As a part of this commitment, Avila recognizes the need to supply accurate information on the consequences of the use and abuse of substances, legal and illegal to students, faculty, and staff. Therefore, the college has established a process by which members of the Avila community who are abusing substances can be identified. As an aid in developing a mature and responsible outlook, programs through which identified abusers can be assisted in dealing with dependency have been established.



**Payment of Debts**

Failure to make arrangements for the payment of a campus account by the due date may result in one or more of the following actions:

- late payment penalty
- a hold on the student's record
- cancellation of the student's enrollment.

**Motor Vehicles and Parking**

Vehicles of resident students must be registered with the Residential Coordinator. No additional registration is necessary. Free and adequate parking is provided to all members of the college and their guests. Tickets shall be issued to vehicles parked in handicapped, reserved, or no parking areas.

**Cheating and Plagiarism**

(see Academic Regulations)

**Freshman Residency Requirement**

The college believes in its responsibility to ensure that each new student is given

maximum opportunity to succeed academically, developmentally and socially. This can best be accomplished through a total integration of the college environment and residence on campus. Therefore, all full-time, single freshmen under the age of 21 are required to live in college residence halls if they are not residing with parents or relatives. Contact the Student Life Office for further information.

**Personal Losses**

The college is not responsible for the loss or damage to personal property belonging to students in any building owned by the college, whether the loss or damage occurs by theft, fire or an unknown cause.

**Identification Cards**

All students are required to have an official and validated Avila College I.D. card. This card is the official record of the college and is non-transferable.



## ADMISSION POLICIES AND PROCEDURES

The admission procedures and policies of Avila are designed to assist in the selection of those students who can both profit from and contribute to the educational opportunities offered at the College. The admissions procedures which follow are applicable to both full-time and part-time students.

### FRESHMAN APPLICANTS

Freshman applicants are urged to submit their applications for admission soon after the completion of the junior year of high school. The materials listed below must be submitted to the Director of Admissions in order that the student's application can be processed.

#### Required Materials:

- Application for Admission
- \$20 Non-refundable Application Fee
- High School Transcript  
This may be sent after the completion of the junior year of high school. A final transcript showing date of graduation is required after completion of the senior year. An applicant should complete 16 units, including English, Social Science, Mathematics, and Natural Science. Graduates from non-accredited high schools will be considered on an individual basis.
- The American College Test (A.C.T.) or Scholastic Aptitude Test (S.A.T.)  
The applicant may select either test, although the A.C.T. is preferred. If the score reports of the A.C.T. or S.A.T. are on the high school transcript, then it will not be necessary for the student to obtain

an official score report from either A.C.T. or S.A.T. (The A.C.T. examination is given on the Avila Campus. Contact the Human Resources Centre in order to register or receive further details.)

A person who has graduated from high school more than one year before entering college need not take a college entrance examination.

- G.E.D.  
Individuals who have not completed high school may be considered for admission on the basis of the General Education Development (G.E.D.) test.
- References or self-statements will be requested when appropriate.

### TRANSFER APPLICANTS

#### Required Materials:

- Application for Admission
- \$20 Non-refundable Application Fee
- College Transcript  
An official transcript must be sent directly from each college attended.
- High School Transcript  
This requirement is waived if student has accumulated twenty-four (24) credit hours and has maintained a 2.0 "C" grade point average.

### RE-ADMIT STUDENTS

Former students who have not attended Avila during the previous semester will not need to re-apply for admission provided that:



- The student attended Avila during one or more of the previous four semesters.
- The student has not registered at another college or university since his/her last attendance at Avila.
- The student signs a Temporary Registration Acceptance form to verify his/her status.

All other returning students must first re-apply for admission. These students must order official transcripts from all colleges attended since their last enrollment.

### **GRADUATE STUDENTS**

Graduate students are admitted through the individual academic departments. Interested students should directly contact the academic department of their choice for application materials and information.

### **INTERNATIONAL STUDENTS**

#### **Required Materials:**

- A notarized English translation for each transcript submitted.
- Demonstrated proficiency in the English language by means of previous college coursework or standardized testing such as the T.O.E.F.L. or Michigan.
- Submit verification of financial support.
- Registration and fees for health insurance or proof of coverage.

Note: An I-20 student visa form will be issued only after satisfactory completion of the above.

### **NON-DEGREE SEEKING Enrichment**

These students must submit an application for admissions, however, it is not necessary to declare a major or enter a specific program of study at the college. Students are eligible to apply for acceptance to a degree-seeking program at any time through the regular admission process. (Note: Enrichment students are not eligible for any financial aid.)

### **Teacher Certification**

The Education Department provides the opportunity for students who have previously earned a bachelor's degree to become eligible for a Missouri and/or Kansas teaching certificate by successfully completing a certification program. The teacher certification applicant must demonstrate the same competency requirements as those required for all education students. Consult the Education Student Handbook for specific requirements and procedures.

### **DUAL ENROLLMENT**

(Pre-Freshman Admission)

Upon completion of the sophomore year in high school, students may register for college courses on the freshman level as follows:

- Applicants must meet Avila's admissions standards
- Applicants must have written approval from the high school principal or counselor.

### **NOTIFICATION OF ACCEPTANCE**

Upon receiving the required application materials, the Office of Admissions will consider each student's application. Within two weeks of a decision, the college will notify students of

their status. There are three types of acceptance to Avila College.

- Regular Acceptance
- Provisional Acceptance  
Students not meeting admission criteria (previous grades, S.A.T. or A.C.T. scores) but otherwise showing promise for academic success may be admitted as provisional students. Provisional students may be required to participate in a college skills training program designed to develop academic and college organizational skills. Provisional students may also be restricted in the number of credit hours for which they may enroll within their first semester as a condition of their acceptance.

- Registration Acceptance  
Persons who wish to enroll for courses, but have not been accepted for admission, may obtain permission to enroll by means of the Temporary Registration Acceptance. The T.R.A. allows a student to enroll for courses by signing an agreement to furnish appropriate credentials by a prescribed date and verifying grade point average. The T.R.A. may be obtained during a registration period and must be approved by an admissions officer. Failure to furnish necessary credentials will result in grades and transcripts being withheld and denial of further enrollment.





## TUITION AND FINANCIAL AID

### THE AVILA GUARANTEED TUITION PROGRAM

This program allows students to purchase an optional contract which will **GUARANTEE** that their tuition costs do not increase over a four-year period of full-time continuous undergraduate enrollment.

The one-time premium paid to secure the contract is equal to 10% of the full-time annual tuition the year of admission. The premium is non-refundable but will be returned in part if the student does not save money through the **GUARANTEE** program.

For further information and details, contracts can be obtained from the Admissions and Financial Aid Office or the Dean of Students Office.

### TUITION

For current tuition and room and board costs, please refer to the insert in the rear of this catalog, or the class schedule for the semester you wish to enter the college.

### Tuition Deposit

For those students entering in the fall semester, a \$150 tuition deposit is due upon written notification of acceptance. This deposit is non-refundable after May 1. For those students entering in the spring semester, a \$50 tuition deposit is due and is non-refundable after January 1.

Deposit will be credited to the student's account in the Business Office and deducted from the first semester's expenses.

### Fees

Miscellaneous fees and fees for

special services are printed throughout this catalog under the specific service involved.

Lab fees are printed each semester in the class schedule.

### ROOM AND MEALS

- Rooms are reserved by written application to the Avila Student Life Office and payment of a \$50 Room Reservation and Damage Deposit.
- Former or present residents of a residence hall are not required to send a Room Reservation and Damage Deposit with their application/contract if a \$50 deposit is already on record.
- For refunds of the Room Reservation and Damage Deposit, see section on Refund Policy.
- An applicant's name is placed on a waiting list when both the application/contract and Room Reservation and Damage Deposit are received.
- After receipt of all application materials, and upon determination that space is available, the Housing Office will send the student a "Guarantee of Housing." At this point the student's application/contract becomes a binding contract for both parties.
- A limited number of single rooms are available on a first-come, first-served basis. The college reserves the right to honor double room requests over single room requests.
- The college does not provide pillows,

linens, blankets, or bedspreads.

- Room and board contracts are for the entire academic year. Juniors and Seniors may request one-semester contracts.

- The college reserves the right to honor a yearly contract over a semester contract, as well as a full-time student over a part-time student contract.

## FINANCIAL AID

Avila College has a strong commitment to a two-fold financial aid philosophy:

**Equal Access** - Avila utilizes financial aid fund to assist qualified students who, without such assistance, would be unable to meet their college costs.

**Recognition of excellence** - Avila appropriates significant additional institutional funds to recognize students who have superior academic records or demonstrate outstanding performance or leadership abilities.

### INSTITUTIONAL AID PROGRAMS

#### Scholarships

President's Scholarship  
William Volker Scholarship  
Melvin Brown Scholarship  
Scholarship Sponsor's Awards  
Alumni Scholarship

A scholarship recipient may, if he/she wishes, apply for other forms of aid based on performance or leadership ability and/or financial need. Since scholarships are an academic honor, Avila does not reduce scholarship awards to accommodate other financial aid. Other types of aid may have to be reduced to accommodate a scholarship within the student's package, if

any portion of the package is based on need.

All Avila scholarships are based solely on the student's academic record. Scholarship recipients are not required to give any family financial aid data on their application forms.

#### Grants

Athletic Grants in  
Men's Basketball  
Women's Basketball  
Men's Soccer  
Women's Volleyball

PAVA Grants in  
Theatre  
Music  
Communications  
Art

Collegiate Leadership Awards

Christian Service Awards

Avila Grants

Alumni Grants

#### Work

Campus Work Program

## STATE AND FEDERAL PROGRAMS

### Grants

Pell Grants

Missouri Student Grants

Supplemental Educational Opportunity Grants

### Loans

Perkins Loans (Formerly National Direct Student Loans)

Guaranteed Student Loans

PLUS Loans

ALAS Loans

### Work

College Work-Study Program

## AVILA'S MATCHING AID POLICY

Avila College will use institutional scholarship and/or grant funds up to \$1,000 to match any scholarship a student receives from a private organization.

## WHEN TO APPLY FOR FINANCIAL AID

Students should apply for aid as soon as possible after January first. Since financial aid awards are for one year only, students must re-apply each year.

**Missouri residents** should be sure to apply **before April 30th** to meet the Missouri Student Grant deadline.

## HOW TO APPLY FOR FINANCIAL AID

Complete instructions are given with the Avila College Financial Aid Application.

The staff of the Avila Financial Aid Office will be glad to help students and their parents with any part of the application process.

## NOTIFICATION OF AWARD

All Avila aid recipients will be officially notified of the type and amount of their

aid awards by the Director of Financial Aid on a written award notice.

## ACCEPTANCE OF FINANCIAL AID AWARDS

The recipient may accept or reject any part of his or her award package. Students who receive award notices prior to March 15th have until April 1st to accept or reject the aid. After March 15th students must accept or reject aid within two weeks of receiving the award notice. Aid not accepted within these deadlines may be cancelled and awarded to another student.

## STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

Federal regulations and Avila College require that any student receiving funds from any federal, state, or institutional need-based aid program maintain reasonable academic progress.

## FINANCIAL AID BROCHURE

Further information about financial aid at Avila, including the policies for specific programs, the college's refund policy, and details of the standards for satisfactory academic progress, are given in the Avila College Financial Aid Brochure. A copy may be obtained from the Avila Financial Aid Office.



# PAYMENT AND REFUND POLICIES

## PAYMENT OF ACCOUNTS

### • Payment in Full

Avila College accepts MasterCard or Visa

### • Deferred Payment Plan

There is a \$25.00 fee per semester and an agreement form must be signed.

The first payment is due at time of registration with the balance payable in three equal installments during the semester. Financial Aid papers, if applicable, must be signed in the Business Office during the first week of classes.

Failure to make arrangements for the payment of a campus account by the due date may result in one or more of the following actions:

- a) late payment penalty
- b) a hold on the student's record
- c) cancellation of the student's enrollment

## PLEASE NOTE

Failure to remit first payment due or sign Financial Aid papers in Business Office will result in the cancellation of registration. (You may be reinstated by paying a reinstatement fee; however, your original classes cannot be guaranteed.)

Guaranteed Student Loan recipients - Federal regulations will not permit refunds of GSL checks until classes have begun. When GSL checks are endorsed before classes begin the refund check will not be ready until the fifth day of classes. If the GSL checks are endorsed after classes begin the refund check will take approximately five

working days.

## TUITION ADJUSTMENT AND REFUND POLICY

Tuition will be adjusted as a result of withdrawing from the classes during the first three weeks of the semester. (The first three weeks date from the first day of college classes according to the academic calendar—not the beginning date of individual courses.) Laboratory fees are not refundable. For weekend course policy, see section on Weekend Courses. The following schedule will be used:

### FULL TIME STUDENTS

Prior to the start of classes and first week—Cancellation of registration. Cancellation of all tuition and fees. **Note!!** Cancellation of registration is a complete withdrawal from college and no records will be kept. A \$50 fee will be charged. To cancel registration, forms which are available in the Registrar's Office, must be processed during the first week.

First Week—Change in status from full-time to part-time. Tuition will be reassessed at the part-time rate and the appropriate reduction made. The change in program card must be processed during the first week.

Second and Third Weeks—Withdrawal from school 50% reduction of tuition only.

Second and Third Weeks—Change in status from full-time to part-time. No reductions.

After Three Weeks—No reductions, original charges are due and payable.

## PART-TIME STUDENTS

Prior to the start of classes and first week—Cancellation of resistration. Cancellation of tuition and fees.

NOTE: Cancellation of registration is complete withdrawal from college and no records will be kept. A \$50 fee will be charged. To cancel registration, forms, which are available in the Registrar's Office, must be processed during the first week.

First Week—Withdrawal from some but not all classes. 100% reduction of tuition and fees.

Second and Third Weeks—Withdrawal from some or all classes. 50% reduction of tuition.

After Three Weeks—No reductions, original charges are due and payable.

IF ANY TUITION REDUCTION RESULTS IN AN OVER-PAYMENT, THE APPROPRIATE REFUND WILL BE MADE. IF ANY TUITION REDUCTION RESULTS IN THE STUDENT STILL OWING AVILA, IT WILL BE DUE AND PAYABLE.

## NON-CREDIT STUDENTS

No refunds will be made unless the course is cancelled by the college.

## CREDIT BALANCE REFUNDS

Credit balances may be requested at the Business Office any time after the second day of the semester for which aid is received. The following schedule will be used in refunding credit balances:

- \$300 or less: the entire amount will be refunded at one time.
- Any amount over \$300: \$300 will be refunded initially and the remaining balance may be requested during the

fifth week of semester.

- Students with Guaranteed Student Loans: the entire credit balance may be refunded at one time.

## REFUND POLICY—RESIDENCE HALL

Residence hall students withdrawing from the residence hall during the first week of classes will receive a refund of the total room and board fee **minus** (a) the \$50 deposit and (b) a daily room and board fee assessed from the opening day of the halls to the day of checkout. During the second week, students will receive a 75% refund of the total room and board fee. During the third week, they will receive a 50% refund of the total room and board fee. After the third week, they will receive a refund of their board fee on a prorated basis. Students dismissed from the residence halls after the third week of school as a disciplinary sanction receive no refunds and original charges are due and payable.

The \$50 Room Reservation and Damage Deposit must be kept at \$50 while a student is in residence. The deposit will be forfeited if the student has not occupied the room by 5:00 p.m. on the first day of classes. The room will be considered vacant unless previous arrangements have been made.

After a student has properly checked out his room, the \$50 Room Reservation and Damage Deposit, less unpaid assessments, is refundable to the student under the following circumstances:

- Any new resident student who withdraws his application and who notifies the Housing Office in writing prior to June 7 for the first semester or November 15 for the second semester.
- Students withdrawing from college

- at the end of fall semester and who notify the Housing Office in writing by November 15 for spring semester.
- Contract period expires and student does not sign a new contract.
  - Returning resident students who request cancellation of their contract during the summer and who notify

- the Housing Office by June 7.
- Graduation.
  - Residents who request in writing by November 15 and receive permission to terminate their residence hall contract in accordance with the residence hall termination policy.





## CREDIT AND NON-CREDIT OPTIONS

### CONTINUING EDUCATION

The Department of Continuing Education in cooperation with Avila's academic departments, extends educational offerings beyond the traditional on-campus degree programs. Through conferences, workshops, seminars and short-term sessions, the residents of the community are provided the opportunity to continue their education in areas of personal and professional interests.

#### Continuing Education Unit

Continuing Education Units (CEU's), are granted for many continuing education offerings. CEU's are measured on the basis of number of contact hours of participation in an organized continuing education experience under appropriate sponsorship, capable direction and qualified instruction. (1.0 CEU equals 10 contact hours; .7 CEU equals 7 contact hours and so forth.)

A student may not earn both academic credit and CEU's for the same course.

Continuing education records are kept on file at the National Registry for Continuing Education, a service of the American College Testing Program. Permanent records are maintained there for persons completing requirements of a session. Transcripts are issued by the National Registry at the written request of the student. In addition, files are maintained in the Continuing Education Department Office at Avila College.

Enrollment is through the Department of Continuing Education, by mail or in person, and at the program site if

spaces remain available.

### NON-CREDIT PROGRAM

With the permission of the instructor, any person may enroll in credit courses offered at Avila College on a non-credit basis. Students taking courses for non-credit are not required to meet the admission requirements of the college, take tests, or attend classes regularly. Permanent records are not maintained and grade reports are not issued. The academic level of these classes provides interested persons from a variety of backgrounds and experiences an atmosphere for intellectual and professional growth.

Enrollment is through the Admissions Office in person, during the scheduled times of registration for credit courses.

### STUDENT EXCHANGE PROGRAM

#### KCRCHE

Students enrolled for at least 12 hours at Avila may, with permission of advisor and Academic Dean, take one course per semester at any college which belongs to the Kansas City Regional Council of Higher Education.

There is no payment of additional tuition. Only lab, special course fees, and tuition per hour over 18 hours, must be paid at the college where the course is taken. **This exchange program does not apply to summer sessions.** For additional information and forms, see the Registrar.



## **SISTERS OF ST. JOSEPH COLLEGE CONSORTIUM**

The Sisters of St. Joseph College Consortium Student Exchange Program offers students the opportunity to enrich their educational experience at one or more of the 13 SSJCC institutions. For more information regarding eligibility, approval and deadline dates, contact the Registrar's Office.

## **CREDIT BY EXAMINATION**

Avila College recognizes the fact that academic credit by examination is a valid and useful measure of scholastic achievement. The college presumes that persons seeking such credit are sufficiently knowledgeable in the area to be tested to preclude any pretest tutorial service. Some departments offer a credit by examination option for some courses. Check with individual departments for more information.

Persons desiring credit by examination must be currently enrolled at Avila College.

## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Specified CLEP examinations are accepted by Avila College. Student should check with the Avila Testing Office before taking an examination to determine its acceptability. When students receive credit through Avila College, \$20 per credit hour is charged for recording. Note: Tests are not administered by Avila College. They must be taken at another site and results sent to the College.

## **DEPARTMENTAL EXAMINATIONS**

Departmental Examinations for credit are administered by each individual

subject area and may be challenged as often as the department allows. The challenge of upper-division courses, performance courses, courses involving lab work and practicums is dependent upon departmental discretion. Students interested in registering for departmental examinations should contact the specific department for further information. Forms and procedures are available in the Registrar's Office. Fee for departmental examinations is 30% of the current evening tuition.

## **CREDIT FOR MILITARY SERVICE**

Military personnel and veterans will be granted credit for military service and college level work completed in service schools according to the Experiential Learning policy.

Six hours of Health and P.E. will be allowed at no cost to student upon presentation of DD 214/295 showing minimum of one (1) year of military service.

If student wishes to apply for credit in addition to the six hours of Health and P.E., he must obtain proper forms from the Registrar's Office.

## **CREDIT FOR EXPERIENTIAL LEARNING**

In addition to Avila's testing program as described above, Avila provides academic credit for experiential learning.

To apply, students currently enrolled at Avila petition the department, present detailed accounts of experience and supporting evidence, and meet other specific departmental requirements.



Upon successful completion of the requirements, a grade of P (Pass) and credit hours are assigned.

Fee for experiential learning is 30% of current evening tuition.

## DUAL ENROLLMENT

Those high school students who have finished either their sophomore or junior year in high school qualify to take classes at Avila as dual enrollee students. No student who has graduated from high school qualifies as a dual enrollee student.

Tuition rate for dual enrollee students: one-half of regular tuition plus fees.

Registration as a dual enrollee is on a space-available basis.

## MAXIMUM HOURS ALLOWED FOR NON-TRADITIONAL CREDIT

The maximum number of hours accepted for all types of non-traditional credit, such as CLEP, experiential learning, departmental challenge tests, etc., will not exceed 25% of the minimal hours specified for each degree program. This limit will not apply to programs which grant credit for structured learning from accredited programs in health care with demonstration of competency by registration/certification from a national accrediting agency.

Credits earned through transfer, life experience, military service or College Level Examination Program (CLEP) do not count as part of the final 30 hours of consecutive resident credits required for a degree at Avila College.

**NOTE:** The tuition charge for experiential learning and departmental examinations will be equal to 30% of the current evening tuition. At the time of application, a one-half non-refundable payment is due.





# ACADEMIC POLICIES AND PROCEDURES

## CATALOG STUDENT MUST FOLLOW

The catalog in existence at the time a student first enrolls at Avila College is the one a student should follow in order to fulfill graduation requirements. With departmental approval, a student may choose to fulfill degree requirements under another catalog in existence during the student's attendance at Avila College.

If a student does not attend Avila College for four consecutive semesters (not including summer sessions), the student must then fulfill the requirements of the catalog in existence from the date of reenrollment to the student's year of graduation.

The dates of the catalog a student follows to fulfill degree requirements must be stated on the degree application.

## STUDENT LOAD AND CLASSIFICATION

A full-time undergraduate student carries from twelve to eighteen credit hours each semester. Excess credits may be carried only with the approval of the academic dean. A part-time undergraduate student carries from one to eleven credit hours.

<b>Freshman</b>	1 to 31 hours and "C" average.
<b>Sophomore</b>	32 to 63 hours and "C" average.
<b>Junior</b>	64 to 95 hours and "C" average.
<b>Senior</b>	96 + hours and "C" average.

Graduate students carrying nine hours or more of graduate credit are considered full-time.

## TRANSFER OF CREDITS

Avila College accepts transfer credits from other institutions as recommended in the transfer credit practices directory published by the American Association of Collegiate Registrars and Admissions Officers.

### Policies:

- A cumulative "C" average (on a scale where 2.0 = C) is necessary for admission as a transfer student.
- Credits received more than fifteen years ago will be accepted toward a degree, but not toward the total hours required for a major. In some instances, an exception to this rule may be made by individual departments.
- Nine semester hours of correspondence credit will be accepted toward a degree.
- Transfer students must have the approval of a major in writing from the major subject advisor before entering the junior year or, if the student has already earned junior standing, during the first semester of attendance at Avila College.
- Students transferring from unaccredited colleges will be reviewed for possible provisional acceptance. Students thus accepted will be approved as degree-seeking candidates after successful completion of 30 hours at Avila College.
- Students transferring from two-year colleges *must* complete a minimum of 56 semester hours in a four-year accredited college. The final 30 semester hours must be consecutive resident credits at Avila.
- Credits earned through transfer, life experience, military service or College Level Examination Program

(CLEP) do not count as resident credits.

- A *maximum* of 72 semester credit hours from accredited two-year colleges will be accepted toward the total hours required for a degree. Avila College will accept for transfer credit all courses designated as college or university equivalent by the accredited two-year college.
- Students who have been matriculated at foreign universities may be considered for advanced standing on an individual basis. All transcripts must be in English and accompanied by course descriptions.

Transfer Evaluation Fees:

First Evaluation (cost included in application fee). Second Evaluation \$5. Third and Additional Evaluations \$10.

REPEATED COURSE WORK

If a student repeats or duplicates a course, the highest grade earned is reflected in the cumulative grade point average. However, both course entries remain a part of the permanent record, and credit is forfeited for the course carrying the lowest grade.

The Registrar's Office cannot be responsible for notifying students of loss of credit by repeat course work before the student files application for a degree. The student record is carefully checked at that time and repeats are reflected on the summary sheet sent to student.

MATH PLACEMENT

In order to ensure that students are registered for the most appropriate class, all students planning to register for MA 11, 12, 16, 17 or 50 should take a mathematics placement examination.

ENGLISH PROFICIENCY

All degree seeking students are required to take an English proficiency examination prior to the mid-term of their first semester at Avila as part of an overall policy to improve proficiency. Students may be required to take a course or seek assistance to remedy any deficiencies the test identifies.

ADVANCE PLACEMENT OF FRESHMEN

Advanced placement (with or without credit) is given to students who have done advanced work in high school and make satisfactory scores on the Advanced Placement Examination of the College Entrance Examination Board.

CREDIT HOURS AND GRADING SYSTEM

Grades	Points per semester hour
A excellent	4
B good	3
C average	2
D below average	1
F failing	0

W — Withdrawal without academic assessment prior to tenth week of classes. Note: For policy on weekend courses, see section on Weekend Courses.

AU — Audit. Courses may be taken for audit with approval of the instructor. Student may change credit course to audit prior to tenth week of classes. Student may also change an audit course to credit with permission of the instructor. A stipulation of audit is mandatory class attendance and, if not met, student may be withdrawn at the discretion of the instructor.

**P/NP — Pass/No Pass.** P-Pass, equivalent to A, B, C under the Pass or No Pass option. NP-No Pass, equivalent to D or F under the Pass or No Pass option. Courses may be taken on the Pass or No Pass option with the approval of the instructor and the major advisor. Permission forms are available in the registrar's office. This option may be contracted with the instructor. The instructor records the final grade as Pass or No Pass only. A Pass or No Pass grade may not subsequently be converted to a standard letter grade.

**I — Incomplete.** Course work required for a grade must be completed within six weeks after the close of a session unless a shorter time is stipulated by the instructor; if not, the grade of Incomplete will remain and cannot be subsequently changed to a standard letter grade.

All assigned incomplete grades must have a Contract for an Incomplete Grade form completed and submitted by the instructor along with the final grade sheet. (Policy effective 1986) Contract for an incomplete grade form can be obtained in the Registrar's office. The charge for changing Incomplete Grade is \$15 per card.

The basis for determining the academic standing is the point-hour ratio. The Grade Point Average (GPA) is obtained by dividing the total number of grade points by the total number of semester hours, including transfer credits, but excluding grading assessments of W, WP, WF, AU, P, and I. Transcript letter grades may be assigned with + or -, but grade points will reflect only the letter grade in computation of the GPA. All grades for courses retaken will be displayed on the transcript, but only the best grade will be averaged into the GPA.

Additional information on the grading system for the Master of Business Administration program can be found in the MBA section of this catalog.

## **PROGRAM CHANGES AND WITHDRAWALS**

Program changes and withdrawals are official when forms that are available in the registrar's office have been processed. All program changes must be officially made within one week of the date of change or withdrawal. Students who do not officially withdraw from a course will receive a final grade of "F".

Registration for a class must be made before the last day given for entering a class. (Within two weeks during semester sessions and a shorter time during summer sessions.)

The fee for each change is \$15. There is no fee for changes made as the result of classes cancelled by the college.

(SEE TUITION ADJUSTMENT POLICY)

## **GRADE REPORTS**

At the end of each semester a copy of the student's grades are mailed to the student's home address.

Students with a "D" or "F" grade in any course at mid-semester will be notified.

## **TRANSCRIPTS**

Students who have satisfied all financial obligations to the College are entitled to a transcript of their academic record.

Because of the confidential nature of a student's record, transcripts are issued only on written authorization of the student concerned. Telephone requests



will not be accepted. Written requests should be directed to the Office of the Registrar.

OFFICIAL transcripts are forwarded directly by mail to other institutions. UNOFFICIAL transcripts are issued to the student for personal use. The fee for each transcript is \$2, payable in advance.

## **RELEASE OF STUDENT INFORMATION**

Avila College is in compliance with the Family Education Rights and Privacy Act of 1974 for the reviewing of educational records. Students and parents of dependent students may request to review educational records as follows:

- Complete and sign a request with the office concerned. (Parents must supply evidence of dependency of child.)
- Set up an appointment for reviewing record.

## **PROBATION AND DISMISSAL**

All students must maintain a cumulative grade point average of 2.0 ("C" average). Failure to maintain a cumulative 2.0 average places the student on academic probation. Full-time probational students are required to participate in a college skills training program designed to develop academic and college organizational skills. Students permitted to enroll by means of a temporary registration/acceptance may be dismissed without a probationary period for failure to earn a 2.0 ("C") grade point average in their first semester of attendance.

Underclassmen who maintain at least a 2.0 average the semester following academic probation will be given another semester to bring the cumulative average up to 2.0. Underclassmen who fail to remove academic probation within the two con-

secutive semesters following probation are subject to dismissal. Upperclassmen who fail to remove academic probation within the semester following probation are subject to dismissal. Students receiving two or more "F" grades in any one semester while on probation are subject to dismissal.

Freshmen, sophomores, and juniors may be dismissed without a probationary period if for the past semester they have a grade point average of less than 1.6. Seniors may be dismissed without a probationary period if for the past semester they have a grade point average of less than 2.0.

Students receiving two or more grades of "F" in any one semester will be placed on or continued on probation or are subject to dismissal. Removal of this type of probation will be made by the Committee on Admissions with the recommendation of the academic advisor. Underclassmen who fail to remove this type of probation within two consecutive semesters following probation are subject to dismissal. Upperclassmen who fail to remove this type of probation within the semester following probation are subject to dismissal. In the case of probationary action, a semester is defined as 12-18 hours in one semester for full-time students; 12 hours over a period of consecutive semesters for part-time students.

## **APPLICATION FOR DEGREE**

Students must file an application for degree with the Registrar's Office during the semester prior to their final semester at the college, stating expected date of degree completion.

Deadline dates for filing are:



March for Summer degree candidates  
April for December degree candidates  
October for May degree candidates  
(check class schedules for specific dates)

After the degree application is filed with the Registrar's Office, a survey of all academic work is reviewed by the Registrar to verify what degree requirements still need to be satisfied.

Written notification of those requirements will be sent from the Registrar to the student.

### **HONORS DEAN'S LIST**

Students are eligible for the Dean's List who have a course load of at least 12 hours carrying grade-points and a grade-point average of at least 3.5 on the 12 hours.

### **GRADUATION HONORS FOR FULL-TIME AND PART-TIME STUDENTS**

- Summa cum laude - 3.900 cumulative grade-point average.
- Magna cum laude - 3.700 cumulative grade-point average.
- Cum laude - 3.500 cumulative grade-point average.

Graduation honors are based on all work completed before the semester during which degree requirements are fulfilled. Only those students who are earning their first baccalaureate degree are awarded graduation honors.

### **CLASS ATTENDANCE**

Students are expected to attend all sessions of courses for which they are registered. Excessive absence is cause for failure in the course.

### **PERMISSION TO ATTEND ANOTHER COLLEGE**

A student on a degree program must have the approval of his advisor and the Academic Dean to take courses at another college. This request will not be granted if the student is within thirty hours of a degree, if the course is available on campus, or if the student does not have a "C" average. Permission forms may be secured in the Registrar's office.

### **APPEALS PROCEDURE FOR ACADEMIC MATTERS**

Students at Avila College have recourse to an appeals procedure for the review of student course grades or of departmental status. Guidelines and Request Forms are available in the Office of the Academic Dean.

### **ACADEMIC HONESTY**

Avila College expects and requires academic honesty from all members of the college community. Cheating, plagiarism, and falsification of documents will not be tolerated and appropriate sanctions will be imposed.

### **DEGREE PROGRAMS**

Avila offers the following subjects in the liberal arts and sciences as major fields of study for the completion of the Bachelor's Degree:

Art B.A.  
Biology B.S.  
Business Administration B.S.  
    Accounting  
    Finance  
    General Management  
    Human Resources  
    Information Science  
    International Business  
    Legal Assistant  
    Marketing  
    Operations  
Chemistry B.S.  
Communication B.A.

Computer Science/Math B.S.  
 Cytotechnology B.S.  
 Elementary Education B.S.  
 English B.A.  
 General Studies B.G.S.\*  
 History B.A.  
 Math B.A.  
 Medical Technology B.S.  
 Music B.A., B.M.  
 Musical Theatre B.F.A.  
 Natural Science B.A.  
 Nursing B.S.  
 Philosophy B.A.  
 Political Science B.A.  
 Psychology B.A.  
 Pre-Medicine B.S.  
 Pre-School Education (Montessori) B.S.  
 Public Administration B.A.  
 Radiologic Technology B.S.  
 Religious Studies B.A.  
 Respiratory Therapy B.S.  
 Social Work B.S.W.  
 Sociology B.A.  
 Special Education B.S.  
 Theatre B.A., B.F.A.

\*offered through the Weekend College

The Associate Degree in General Studies (A.G.S.) is offered through the Weekend College.

## GRADUATE STUDIES

Avila offers the Masters Degree in the following areas:

Business Administration M.B.A.  
 Education M.S.  
 Psychology M.S.

## AVILA'S WEEKEND COLLEGE

Avila's Weekend College is designed for students who find the weekend a convenient and attractive time for learning and study. It is designed to service students who, because of job and family responsibilities, find Saturday and Sunday classes compatible with their lifestyles and goals. Students in other cities across the

country have found the Weekend College to be an exciting and meaningful experience in their quest for a college degree and personal enrichment.

The Weekend College is for people of all ages. It is for people interested in a degree. It is for people pursuing a career. It is for personal growth. In other words, Avila's Weekend College is for anyone who wishes to enrich their weekends by attending college classes.

Avila's Weekend College gives people an opportunity to earn a college degree by attending classes only on weekends. Weekend College students can earn as many as nine (9) credit hours each semester. Students can choose from weekly classes that meet in four different time slots

Saturday mornings (9:00-11:40 a.m.)  
 Saturday afternoons (12:00-2:40 p.m.)  
 and two time slots on Sunday afternoons (1:00-3:40 p.m. and 4:00-6:40 p.m.)

## Degrees Offered on Weekends

Three college degrees are offered by the Weekend College. They are an Associate of General Studies Degree, a Bachelor of General Studies Degree, and a Bachelor of Science Degree in Business Administration with a major in General Management.

## Weekend Intensive Courses

Weekend intensive courses meet on one weekend only (from 6:00-10:00 p.m. on Friday and 9:00-5:00 p.m. on Saturday). The policies for these courses are listed below.

- Closing dates for academic registration are at the discretion of the academic department and will be advertised in the class schedule. Typically the closing date for a

weekend intensive course is one (1) week prior to the beginning of the course.

- Students who do not attend any of the sessions of a weekend intensive course may withdraw, without assessment, within two (2) weeks of the end of the course.
- Students who attend any part of a weekend intensive course may withdraw, without assessment, up to the date the last assignment is due.
- Withdrawals, with assessment, are not an option for weekend intensive courses.
- Part-time students who withdraw from a weekend intensive course before the beginning of the course receive full tuition reimbursement, minus an administrative charge.

Full-time students who withdraw from a weekend intensive course before the beginning of the course receive tuition reimbursement as stated in the college catalog.

- Weekend intensive courses require readings prior to the beginning of the class. Students should contact the Social Science secretary for the reading assignment.
- Students are required to attend all sessions of a weekend intensive course. Missing any part of the class may result in either reduction of final grade or assignment of "F" as final course grade. Students who cannot attend all sessions should refrain from enrolling in a weekend intensive course or should withdraw from the class.

## **GENERAL REQUIREMENTS FOR A BACHELOR'S DEGREE**

- Completion of at least 128 semester hours of academic work with a minimum grade point average of 2.0 (average grade of "C"). No more than 42 hours in one subject may be required for a major. No more than 60 hours in one subject may be counted toward the 128-hour requirement. (Exceptions to this requirement may occur in specific degree programs.)
- Completion of the final 30 hours at the college.
- Completion of a major of not less than 27 semester hours in one subject area including 20 semester hours in upper-division courses; a minimum grade of "C" in each upper-division course in the major.
- Completion of at least 12 upper-division hours in the major at the college.
- Over and above the general requirements for the bachelor's degree, each candidate must complete any additional requirements specified by their major degree program.
- Approval of a major in writing from the major subject advisor before entering the junior year.
- Successful completion of recital, exhibit, project, research paper, oral examination, and/or any other department evaluation requirement.
- The National Teacher Examination is required of all seniors preparing to teach.
- Completion of English Proficiency

Exam. This exam must be taken at Avila College.

- Completion of the General Education Core curriculum as stated below:

### **Total Hours for the Major**

Should a student seeking a bachelor's degree take more than 60 (or 75, B.F.A.; 77, BU/EC) semester credit hours in a department (including upper and lower-division courses), the additional credit hours over 60 (or 75, or 77) will be added to the semester credit hours required (usually 128) by the college for a bachelor's degree.

### **Double Major and Degree Conferred**

When two majors are completed in different degree areas, the degree conferred will be granted in the primary degree area as indicated by the student.

Requirements for earning a second degree are as follows:

- Completion of a minimum of thirty (30) semester hours at Avila College in addition to the hours required for the first baccalaureate degree.
- Completion of a major with at least half of the major taken at Avila College; a "C" grade is required in all major courses.
- Completion of the core requirements as listed for each degree offered at Avila College.

### **Minor**

A grade of "C" or better must be earned for all courses required for any minor. To receive a minor a student must take at least six (6) hours at Avila in the minor subject.

### **Application for Degree**

Students must file an application for

degree with the Registrar's Office during the semester prior to their final semester at the college, stating expected date of degree completion.

Deadline dates for filing are:

March for Summer degree candidates

April for December degree candidates

October for May degree candidates

(check class schedules for specific dates.)

After the degree application is filed with the Registrar's Office, a survey of all academic work is reviewed by the Registrar to verify what degree requirements still need to be satisfied.

Written notification of those requirements will be sent from the Registrar to the student.

### **Course Numbering System**

000-099 undergraduate  
(lower division)

100's-200's undergraduate  
(upper division)

300's-400's graduate level

Consecutive numerals separated by a comma, e.g., FR 11, 12, indicate a course sequence through the year.

The numeral in parentheses after the course title indicates the credit in semester hours.

The Roman numeral following the course description indicates the semester in which the course is given. First semester course offerings are indicated by I; second semester, II; summer session, S. Where frequency of course offering is not indicated, the course is given as required.

## AVILA COLLEGE CORE CURRICULUM

Avila College recognizes the value of the liberal arts in the educational process. Because of its identity, Avila emphasizes the contributions of Catholic tradition to the development of Western culture. Conscious of an obligation to provide students with an education in accord with its own history and identity, Avila requires a common core curriculum. This core introduces students to knowledge essential for their growth as human beings in contemporary society and helps them perceive connections among disparate areas of life and knowledge.

### Objectives and Required Courses

The core curriculum first intends that students develop the ability to think and communicate by stressing the importance of logical and analytical thinking.

Secondly, the core curriculum presents to students an understanding and appreciation of world civilizations and Western culture, traces the development of this culture through the course of history, enables students to think and to act with a vision of life that includes religious values, and familiarizes the student with the laws and patterns of human thought.

Thirdly, the core curriculum fosters an understanding and appreciation of the scientific method and the interrelationship between humans and their physical environment.

Fourthly, the core curriculum investigates human identity through the study of human behavior, social institutions and the thought processes that have shaped them.

Further, Avila College recognizes the contribution of computers to today's society. In order to address this, all Avila students shall demonstrate competency in the use of computers. One method of establishing this competency would be to complete successfully one course in a computer language or in the application of computers to their chosen field of study.

#### **Writing (3 hours)**

Fulfilled by EN 50 or above. Also a writing component shall be implemented across the curriculum.

#### **Speech (3 hours)**

CO 111 or CO 112 (Must have a public speaking component)

#### **Mathematics (3 hours)**

College level courses as specified by major.

#### **Literature (3 hours)**

#### **Western Civilization (3 hours)**

#### **Philosophy & Theology**

(9 hours in 2 areas.)

#### **Art & Music (3 hours)**

#### **Foreign Language (6 hours)**

#### **Natural Science (NS, PH, BI or CH)**

(7 hours in 2 areas)

Must include a laboratory component

#### **Economics**

#### **Political Science**

#### **Psychology**

#### **Sociology**

(9 hours in three areas)



**PROGRAMS AND COURSES OF INSTRUCTION**



## ALLIED HEALTH (AH)

No major or minor is offered.

### AH 14. Medical Terminology I. (2)

A study of the terminology of diseases, operative reports, pathology, surgical instruments, diagnostic tests, drug groups and abbreviations with emphasis on word analysis and definition. Lecture, 2 hours per week or Independent Study with a prerequisite of BI 20 or 120.

## ANTHROPOLOGY (AN)

No Major or Minor offered.

### AN 21. Introduction to Anthropology (3)

A broad survey of how humanity from the earliest times has evolved and dealt with the environment and social reality. General topics to be emphasized in the course: Pre-human evolution, archaeology, cultural anthropology, and linguistics. No prerequisites. I or II.

### AN 129. Women in Other Cultures (1-3)

See WS 129

### AN 154. Culture and Society (3)

A survey of the cultural and social processes that influence human behavior with comparative examples from different ethnic groups around the world. The course will focus on a comparative analysis of economic, political, religious and family structures in Africa, the Americas, and Oceania. No Prerequisites. I or II.

### AN 201. Aging in Other Societies (1-2)

See GS 201

## ART (AR)

### Visiting Artists

Avila College/Nelson Gallery Lecture

Series and Avila Artists in Residence:

Jacki Apple - Performance Art  
 Peter Blake - Architect/Critic/Author  
 Marvin Brown - Painter/Sculptor  
 John Brust - Educator  
 E.A. Carmean - Curator  
 Leo Castelli - Gallery Owner  
 Michael Cunningham - Sculptor  
 William Daley - Ceramics  
 Keith Davis - Curator  
 Edmond Feldman - Author/Art Critic  
 Janet Fish - Painter  
 Helen Frankenthaler - Painter  
 Bernard Greenwald - Printmaker  
 Grace Hartigan - Painter  
 John Newman - Painter  
 Sandy Hume - Photographer  
 Lee Judge - Political Cartoonist  
 Ray Kass - Painter  
 William Kelly - Painter  
 Richard Klein - Educator  
 Fran Krukar - Ceramist  
 Jane Klinger - Paper conservator  
 Hilton Kramer - Critic  
 Jack Lenore Larsen - Fibers  
 Donna Palseno - Ceramics  
 William Parry - Ceramics  
 Ted Potter - Art Administrator  
 Therese Schwartz - Painter  
 George Segal - Sculptor  
 Michael Simon - Photographer

The candidate for the Bachelor of Arts degree in Studio Art must complete all the general degree requirements as stated on page 35 and graduation requirements for major as stated on page 38.

In addition to the above-mentioned requirements, the degree candidate must also complete the following courses in the major:

### Major: Studio Art

Foundation courses for all studio majors: 33 hours as follows: AR 11, 12, 13, 14, 15, 31 or 51, 80, 81, 115, 132 or 152, 185.

**Studio Art****Teaching Certification**

The requirements are identical to those of the Studio Art major, plus AR 116, ED 195, and those required education courses listed in the Education section. A student must also have a 2.5 grade point average, based on a 4.0 scale, for Missouri certification in secondary education.

**Studio Art****Commercial Art Concentration**

Required courses after completion of foundation courses: AR 32, 117, 118, 121, 122, 125, 169, 171, and 172.

*Pre-graduation requirements for the art major*

1. A faculty approved portfolio which would include design projects, two and three dimensional work, as well as work in specialized areas of interest. Large two dimensional work and all three dimensional work should be photographed (8" by 10", black and white prints or colored slides). The portfolio should be accumulative work representing most of the studio classes. This portfolio is approved yearly while the student is at the college.
2. The graduating senior is required to exhibit only advanced works in a minimum of two areas of specialized emphasis, with the approval of instructors in those areas of emphasis.

*Pre-graduation requirements for the art major with emphasis in art education*

1. Portfolio is required (see above for details)
2. A senior art exhibit is *encouraged* but not required.  
(see above for details).

**Minor: 18 hours**

A student may receive a minor in the following areas, or he may develop a general minor with the consent of the advisor.

**Art History:**

AR 80, 81, 181, 182, 185, and 197.

**Ceramics:**

AR 15, 31, 115, 132, 133, and 134.

**Graphic Design:**

AR 11, 12 or 13, 15, 115, 171, and 172.

**Painting:**

AR 11, 12, 13, 14, 15, and choice of 115, 143, 144, or 146.

**Photography:**

AR 15, 115, 121, 122, 123, and 124.

**Sculpture:**

AR 15, 31, 51, 115, 152, and 197.

**ART COURSES (AR)****AR 11. The Object:****Drawing and Painting. (3)**

An introductory course in drawing and painting the object, which would include still life composition, man-made objects, and natural objects, with an introduction to landscape. A variety of media will be used in drawing, while in painting the materials will consist of opaque watercolor and pastels; this course is an acceptable elective for the non-art major.

**AR 12. Optics:****Drawing and Painting. (3)**

A study of optics through perspective in drawing, using a variety of media to develop and experience a related value range. The use of perspective and other optical experiences will also be introduced in painting. Painting media

will include acrylics or oils. Prerequisite: AR 11.

**AR 13. The Human Figure I:****Drawing and Painting. (3)**

An introduction to the study of the human figure with emphasis on gesture, anatomy, and figure composition. A variety of media will be used in drawing, while in painting, acrylics or oils are the media of choice. A professional model will be used. Prerequisite: AR 11, 12 or permission of the instructor.

**AR 14. The Human Figure II:****Drawing and Painting. (3)**

A course involving advanced figure drawing and painting. Personal sensitive identity, whether expressive or analytic, is encouraged, through a wide range of drawing and painting experiences. There will be a variety of media in drawing and the on-going use of oils and acrylics in painting, with an introduction to transparent watercolor. A professional model will be used. Prerequisite: AR 11, 12, 13.

**AR 15. Design I. (3)**

A foundation course in the aesthetics and mechanics of design, which includes an investigation of the nature and properties of color, shape, and space, leading the individual to problem solving in two and three-dimensional design.

**AR 31. Ceramics I. (3)**

An introduction to ceramics through exploration of various hand building techniques, with emphasis on functional and sculptural three dimensional forms and basic glazing techniques.

**AR 32. Commercial Art Practicum. (3)**

In-service observation particularly selected for commercial art program.

**AR 51. Sculpture: Space and Form. (3)**

Three dimensional composition introducing modelling, carving, and construction. Prerequisite: AR 15, 115.

**AR 80. Survey of Art I. (3)**

A study of the visual vocabulary of art. Periods cover a range from pre-history through the Middle Ages. No prerequisite.

**AR 81. Survey of Art II. (3)**

A study of the visual vocabulary of art. Periods cover a range from the Renaissance through the nineteenth century. No prerequisite.

**AR 115. Design II. (3)**

Application of the principles of AR 15, with the opportunity to study the functional, commercial and decorative uses of design in twentieth-century culture.

**AR 116. Art for the Elementary School. (2)**

A study of the child's growth and development in art, and methods of teaching art at the elementary level.

**AR 117. Typography (3)**

This course involves the study of major alphabetical styles, found in both traditional and contemporary print. The application of this knowledge is the primary focus of this course, through designing the printed page, and utilizing the principles of space, contrast, and color.

**AR 118. Layout (3)**

This course provides the knowledge for basic layout elements including grid systems, both layout and editorial, which are essential for the commercial artist, who must improve both effective visual and verbal messages. Prerequisite: AR 15, 115, 117.

**AR 119. Illustration (3)**

This course provides exercises to

develop the techniques of pictorial rendering, production processes, knowledge of adequate media, and research proper to the professional illustrator. Prerequisite: AR 11, 12, 13, 14, 15, 115, 117, 118, 121.

**AR 121. Photography I. (3)**

This course involves basic mechanics of the photographic process: using a camera, processing film, and printing film. The basics of design and composition are also studied. A camera which can be adjusted for focus, f-stop and shutter speed is required.

**AR 122. Photography II. (3)**

This course studies photography as an art form. Technical skills are sharpened with an emphasis on developing an aesthetic for the medium. Prerequisite: AR 121 or consent of the instructor.

**AR 123. Photography III. (3)**

Further exploration of black and white photography as an art form with attention to special darkroom techniques and their relation to the aesthetic of a photograph. Prerequisite: AR 122 or consent of instructor.

**AR 124. Photography IV. (3)**

The culmination of work in black and white photography in which the student begins to develop and solidify his/her own style of photographic expression. Each student will develop a portfolio of exhibition-quality prints, indicative of the student's style and sensitivity to the potentials of photographic art. Prerequisite: AR 123 or consent of instructor.

**AR 125. Commercial Art Apprenticeship. (3)**

In-service application to actual job performance in an advertising agency for commercial art concentration.

**AR 132. Ceramics II. (3)**

An introduction to wheel throwing with emphasis on technique. There will also be continued work in glazing with an introduction to firing.

Prerequisite: AR 31.

**AR 133. Ceramics III. (3)**

Advanced work in wheel throwing or hand building with emphasis on aesthetic concerns such as form and surface treatment. Creative use of glazes and other decoration will be encouraged. Prerequisite: AR 132.

**AR 134. Ceramics IV. (3)**

Each student will be encouraged to choose his/her own goals and direction as the student works toward involvement in all all phases of the ceramics process, including kiln firing.

Prerequisite: AR 133.

**AR 140. Advanced Design. (3)**

This section is offered solely for the student who wishes to pursue special individual areas of design.

Prerequisite: AR 15, 115, or permission of instructor.

**AR 142. Advanced Drawing. (3)**

A creative and experimental approach for the advanced student seeking a personal identifiable image or the consideration of drawing as a means of expression of a particular idea, series, or theme. Prerequisite: AR 11, 12, 13, 14.

**AR 143. Advanced Painting: Oils. (3)**

Application of brush technique, sensitivity to color, personal expression of content gained from environmental sources, with experiments in abstraction. Prerequisite: AR 11, 12, 13, 14.

**AR 144. Advanced Painting: Acrylics (3)**

Hard-edge approach to painting with continuation of color vibration, kinetic



experience, super realism, and transparency. Prerequisite: AR 11, 12, 13, 14.

**AR 146. Transparent Watercolor. (3)**

A course which explores the medium in order to obtain skill through aesthetic theory. Compositions will be based on the need and interest of the student with the approval of the instructor. Prerequisite: AR 11, 12, 13, 14 or permission of instructor.

**AR 152. Sculpture:**

**The Human Figure. (3)**

Modelling the human figure as well as casting will be the basis of this study. A professional model will be used. Prerequisite: AR 51.

**AR 169. Calligraphic Design. (3)**

Fundamentals of hand lettering; four alphabets; historic and contemporary composition and uses of lettering.

**AR 171. Printmaking I. (3)**

Fundamentals of printmaking: wood block, silkscreen, and an introduction to intaglio. Prerequisite: AR 11, 15, or permission of instructor.

**AR 172. Printmaking II. (3)**

Various forms of intaglio printmaking beginning with woodcuts. This course would be an excellent means of expressing mature drawing and design experience.

Prerequisite: AR 11, 12, 13, 14, 15, 115 or permission of the instructor.

**AR 181. History of Renaissance Art. (3)**

A study of the development of the Italian and Flemish schools as well as a study of individual artists.

**AR 182. History of Baroque Art. (3)**

A study of the development of the Baroque in Europe from the late 16th century through the 18th century.

**AR 185. History of 20th Century Art. (3)**  
Architecture, sculpture, and painting from Impressionism to the present.

**AR 191. Fiber Design I. (3)**

Exploration of textile processes, loom and non-loom, utilizing fibers, yarn and cloth in two and three dimensional design.

**AR 192. Fiber Design II. (3)**

Continuation of previous textile skills with emphasis on utilization of technique.

**AR 195. Special Topics. (1-3)**

A course designed to deal with a topic or area in art which is not available in the regular course offerings. Topics and instructors to be listed in the class schedules.

**AR 197., 198., 199.**

**Independent Study. (3-9)**

This section is designed solely for the advanced student. It affords extended hours in areas of emphasis.

**AR 201. Therapeutic Uses of Art. (1)**

See GS/AR 201.

## **BIOLOGY (BI)**

The candidate for the Bachelor of Science degree in Biology must complete all the general degree requirements as stated on page 35.

Students must complete all Natural Science, Computer Science, and Mathematics courses with a grade of "C" or better.

The following courses in the biology major must be completed:

BI 12, 13, 111, 112, 115, 150. Minimum of 1 hour each in BI 197 and 199, and

additional 1 hour minimum in BI 197 or 198. CH 31 or 32, 37, 116, 117, 121. MA 31. PH 31, 32. Sixteen (16) hours of upper-division biology courses (must include minimum of one course each in the BI 140 and BI 170 series.) One computer science course.

**Biology Minor:**

BI 12, and sixteen (16) hours of upper-division biology courses.

**Microbiology Minor:**

BI 152, 153, 154, 156, and one additional course in biology or microbiology (one of the following recommended BI 12, 111, 150 or MT 172.)

**Biology/Chemistry Double Major**

See Chemistry Section

**Biology/Medical Technology Double Major**

See Medical Technology Section

**Natural Science Major**

See Natural Science Section

**Pre-Medical Major**

See Pre-Medical Section

**Biology Courses (BI)****BI 11. Introduction to Biology. (3)**

An introduction to principles governing living organisms and systems. Includes a survey of life forms. 3 hours lecture with integrated laboratory per week. No prerequisites. I.

**BI 12. Life Science I -****Principles of Biology. (5)**

An introductory survey of the organization and diversity of life forms, ecological principles, and heredity. 3 hours lecture, 4 hours laboratory per week. No prerequisites. I.

**BI 13. Life Science II -****Organismic Biology. (5)**

A survey of unicellular and multicellular life forms with an emphasis on recognition of diversity in structure, function, and life styles. 3 hours lecture and 4 hours laboratory per week. Prerequisite: BI 12. II.

**BI 14. Medical Terminology. (2)**

See AH 14.

**BI 20. Functional Human Anatomy and Physiology. (4)**

A survey of the structures and functions of the human body. 3 hours lecture, 2 hours laboratory per week. No prerequisites. I, II.

**BI 23. Biology of Stress. (1-3)**

A sequence of three one-hour courses focusing on the relationship between body structure and function and stress. No prerequisites. I.

**BI 70. Introduction to Environmental Biology. (3)**

A study of relationships between plants and animals and their environments with emphasis on the role of humans. Topics include population, resources, and pollution. 3 hours lecture per week. No prerequisites. I, II.

**BI 90. Special Projects in Biology. (1-2)**

Selected readings and lectures on topics in the biological sciences. Presentation of a term paper and seminar are required. No prerequisites. I, II. S.

**BI 91-95. Topics in Biology (1)**

Presentation and discussion of topical biological subjects. No prerequisites. I, II, or S.

**BI 111. Genetics. (3)**

Principles of genetics in living organisms; nature, transmission, and

function of genetic material; an introduction to population genetics and evolution. 3 hours lecture per week. Prerequisites: BI 12; CH 31 or 32. II, even years.

**BI 112. Genetics Laboratory. (1)**

Experimental genetic studies. 3 hours laboratory per week. Prerequisite: BI 111 or concurrently. II, even years.

**BI 115. Evolution. (3)**

Description of theories regarding processes by which life forms evolve; chemical evolution and origins of life; organismic evolution—population genetics and dynamics. 3 hours lecture per week. Prerequisite: BI 12. I, even years.

**BI 120. Human Anatomy. (4)**

A detailed study of the microscopic and gross anatomy of the human body. 3 hours lecture, 2 hours laboratory per week. No prerequisites. I, S.

**BI 121. Human Physiology. (4)**

A detailed study of human body function. 3 hours lecture, 2 hours laboratory per week. Prerequisites: BI 120; CH 31 or 32; CH 35 or 117. II. S.

**BI 122. Pathological Physiology. (4)**

A study of alterations in normal human physiology under pathological conditions. 4 hours lecture per week. Prerequisites: BI 121 or concurrently. II, S.

**BI 125. Pathology-Introduction To Human Disease. (3)**

An introduction to basic processes and systemic pathologies. 3 hours lecture per week. Prerequisite: BI 20 or 120. II.

**BI 127. Hematology. (3)**

A study of the formation, morphology, function, and abnormalities of the formed elements of the blood including consideration of the coagula-

tion mechanism. 3 hours lecture per week. Prerequisites: BI 20 or 121, CH 35 or 116, concurrent with CH 141, BI 128 and 156. I.

**BI 128. Hematology Laboratory. (1)**

The performance and theory of routine, manual hematology procedures. 4 hours laboratory per week.

Prerequisites: Concurrent with MT/BI 127 or consent of instructor. I.

**BI 129. Biological Topics In Women's Studies. (1-3)**

See WS/BI 129. Considerations of gender differences (1), Human sexuality (1), Human Inheritance (1).

**BI 134. Kinesiology. (3)**

Study of the skeletal and muscular systems and the mechanical and kinesthetic principles of human movement as applied to physical activity; this includes analysis of movement based on anatomy and bio-mechanical principles of motion. 2 hours lecture, 2 hours laboratory per week. Prerequisite: BI 20 or 121. I, odd years.

**BI 139. Clinical Laboratory Science I. (2)**

See MT 139.

**BI 140. Clinical Laboratory Science II. (4)**

See MT 140.

**BI 141. Biochemistry. (3)**

See CH 141.

**BI 142. Biochemistry Laboratory. (1)**

See CH 142.

**BI 143. Biochemistry II. (3)**

See CH 143.

**BI 144. General Physiology. (4)**

An investigation into the physiochemical principles underlying animal physiology. 3 hours lecture, 3 hours laboratory per week. Prerequisites:

(one of these may be taken concurrent-ly) BI 12; CH 35 or 117. II, even years.

**BI 147. Comparative Chordate Anatomy. (5)**

A detailed study of representative chordate structure. 3 hours lecture, 6 hours laboratory per week. Prerequisite: BI 12, I, odd years.

**BI 148. Embryology. (4)**

A detailed study of animal development with emphasis on vertebrates. 3 hours lecture, 2 hours laboratory per week. Prerequisite: BI 12, II, odd years.

**BI 150. Cell Biology. (4)**

A consideration of structure and function on the cellular and subcellular levels. 3 hours lecture, 3 hours laboratory per week. Prerequisites: BI 12 or 120; CH 35 or 117, or concurrently. II, odd years.

**BI 152. General Microbiology, (4)**

Morphology, physiology, and growth of microorganisms; beneficial and harmful relationships between microorganisms and man; techniques of isolation and cultivation. 3 hours lecture, 3 hours laboratory per week. Prerequisites: BI 12 or 120; CH 35 or 117, or concurrently. I, S.

**BI 153. Pathogenic Microbiology. (4)**

The salient characteristics of prokaryotes associated with diseases of man. 3 hours lecture, 3 hours laboratory per week. Prerequisite: BI 152. II.

**BI 154. Parasitology. (4)**

The salient characteristics of eukaryotes associated with diseases of man. 3 hours lecture, 3 hours laboratory per week. Prerequisite: BI 12 or 152. II.

**BI 156. Immunology. (4)**

A study of antigens, antibodies, and

cell-mediated immunity; immediate hypersensitivities; autoimmune diseases. 3 hours lecture, 3 hours laboratory per week.

Prerequisites: BI 12 or 120 and CH 35 or 117 or concurrently. I.

**BI 170. Ecology. (4)**

A detailed study of relationships between organisms and their environments. 3 hours lecture and 4 hours laboratory per week.

Prerequisite: BI 12. I, odd years.

**BI 171, 172. Field Biology I, II. (3-3)**

Application of ecological research techniques on an extended field trip, emphasis on vertebrate natural history. 3 hours lecture per week. Field trip equivalent to a laboratory. Prerequisites: BI 12; recommended BI 170; permission of the instructor. II, even years.

**BI 173, 174.**

**Advanced Field Studies, I, II. (3-3)**

Application of ecological research techniques on an extended field trip, emphasis on botany. 3 hours lecture per week. Field trip equivalent to a laboratory. Prerequisites: BI 13; recommended BI 170; permission of the instructor. II, odd years.

**BI 177. Herpetology. (4)**

A survey of the taxonomy and natural history of amphibians and reptiles. 2 hours lecture, 4 hours laboratory per week. Prerequisite: BI 12. II, odd years.

**BI 179. Mammalogy. (3)**

A survey of the taxonomy and natural history of mammals. 2 hours lecture, 2 hours laboratory per week.

Prerequisite: BI 12. I, even years.

**BI 190. Advanced Projects**

**In Biology. (1-3)**

Provides an opportunity for student in-

volvement in research or teaching. Prerequisites: science major. 12 hours of upper division biology courses, or permission of instructor. I, II.

**BI 191. Special Topics In Clinical Laboratory Science. (1-3)**  
See MT 191.

**BI 197. Directed Studies in Biology. (1)**  
Detailed discussion and analysis of current topics in biology. Prerequisites: BI 12, or concurrently; permission of the instructor. I.

**BI 198. Biology Seminar. (1-3)**  
Selected readings and discussion of topics in biological research. Emphasis on independent library study. Prerequisite: science major, twelve hours of upper-division biology courses. II, S.

**BI 199. Biology Research. (1-6)**  
Individual student research project in laboratory or field. Prerequisites: Science major, twelve hours of upper-division biology courses, and consent of the instructor. I, II, S.

**BI/ED 195. Teaching of Biology In The Secondary School. (2)**  
See ED 195 in the Education section.

**BI 201. Biological Processes And Aging. (2)**  
See GS 201.

## BUSINESS ADMINISTRATION (BU)

The Department of Business provides students with professional knowledge and basic skills necessary to assume positions of administrative responsibility in a wide variety of areas. This is undertaken with an orientation

toward the moral aspects of one's actions and the consequences. The department seeks to provide mechanisms and reinforcement for students to engage actively in meaningful experiences beyond the classroom setting.

### MAJORS OFFERED:

- Accounting
- Finance
- General Management
- Human Resources
- Information Science
- International Business
- Legal Assistant
- Marketing
- Operations

A double major combining two of the above fields is not permitted.

The candidate for the Bachelor of Science degree in Business Administration must fulfill the requirements listed below. Prior to formal admission to the department students should seek advice from their academic advisor.

1. Completion of at least 128 semester hours of academic work with a minimum overall grade point average of 2.0 and no more than 77 hours of BU/EC courses. (Effective fall, 1983, business courses that are cross-listed are counted against the 77 hour limit regardless of the departmental designation under which credit is granted.)
2. Achievement of a minimum grade of "C" in all courses specifically required for the degree.
3. Completion of at least 12 hours of upper division courses in the major at Avila College.
4. Satisfactory score on the English Proficiency Examination.



5. Completion of the final 30 hours at the college.
6. Completion of the Business Department Examination.
7. The candidate must complete all the general core requirements as stated on page 35.

Specifically, all Business students must complete PY11 General Psychology and MA16 Integrated Algebra and Trigonometry.

8. Completion of the following Business Core requirements: 42 semester hours

BU 51 Principles of Accounting I  
 BU 52 Principles of Accounting II  
 BU 60 Introduction to Computer Systems  
 BU 110 Legal Aspects of Business  
 BU 120 Management  
 BU 128 Administrative Management Systems  
 BU 170 Finance  
 BU 181 Marketing  
 BU 195 Business Policy  
 EN 60 Composition II  
 EC 40 Statistics  
 EC 51 Principles of Economics I  
 EC 52 Principles of Economics II  
 EC 141 Quantitative Analysis

EC 40, 51, and 52 may help fulfill General Core requirements.

9. In addition to the general education requirements and business core requirements, students must satisfy the requirements of one of the following areas:

#### **Accounting**

A total of thirty (30) semester hours.

BU 151 Cost Accounting  
 BU 152 Intermediate Accounting I

BU 153 Intermediate Accounting II  
 BU 154 Tax Accounting I  
 BU 155 Tax Accounting II  
 BU 157 Auditing  
 BU 158 Advanced Accounting  
 BU 159 Accounting Theory  
 EC 161 Money and Banking

Upper-division elective in BU/EC (3)

#### **Finance**

A total of thirty (30) semester hours.

BU 90 Business Communications  
 BU 150 Managerial Accounting  
 BU 171 Investments  
 BU 175 Financial Policy  
 BU 178 Seminar in Finance  
 EC 152 Intermediate Microeconomics  
 EC 161 Money and Banking

Nine (9) hours of upper-division electives from a four-year institution.  
 Three (3) of these must be in BU/EC.

#### **General Management**

A total of thirty (30) semester hours.

BU 90 Business Communications  
 BU 140 Human Resource Management  
 BU 150 Managerial Accounting  
 BU 160 Operations Management  
 BU 165 Procurement Management  
 BU 175 Financial Policy  
 BU 189 Marketing Policy

Nine (9) hours of upper-division electives from a four-year institution.  
 Three (3) of these must be in BU/EC.

#### **Human Resources**

A total of thirty (30) semester hours.

BU 90 Business Communications  
 BU 140 Human Resource Management

- BU 141 Labor Management Relations
- BU 148 Seminar in Human Resource Management I
- BU 149 Seminar in Human Resource Management II
- SO 161 Social Psychology

Twelve (12) hours of upper-division electives from a four-year institution. Six (6) of these must be in BU/EC.

### Information Science

A total of thirty (30) semester hours.

- BU 90 Business Communications
- BU 150 Managerial Accounting
- BU 187 Marketing Research
- CS 12 Introduction to Computer Programming in Basic
- CS 113 Cobol I
- CS 114 Cobol II
- CS 186 Data Base Management
- CS 187 Systems Analysis and Design
- CS 188 Data Base Management II

Three (3) hours of computer science courses.

### International Business

A total of thirty-three (33) semester hours.

- BU 125 International Business Administration
- BU 180 Market Analysis
- EC 182 International Economics

Twelve (12) hours, or equivalent, of a second language.

Twelve (12) hours beyond basic courses in a business functional area with approval of advisor.

### Legal Assistant

"A legal assistant is a person,

qualified through education, training or work experience, who is employed or retained by a lawyer, law office, governmental agency, or other entity in a capacity or function which involves the performance, under ultimate direction and supervision of an attorney, of specifically-delegated substantive legal work, which work for the most part, requires a sufficient knowledge of legal concepts that, absent such assistant, the attorney would perform the task."

This program provides the student with the advantage of pursuing a career-oriented major in the legal assistant field while maintaining the employment flexibility offered by completing the common body of business knowledge.

The curriculum is designed to teach the fundamental skills and knowledge necessary to function as a paraprofessional in the legal field and to provide an understanding of the professional and ethical responsibilities of the legal assistant.

A total of thirty-six (36) semester hours.

- BU 30 Introduction to Legal Assistant Studies
- BU 102 Introduction to Legal Research and Writing
- BU 131 Administrative Law
- BU 133 Formation and Structure of Business Entities
- BU 135 Wills, Trusts and Estates
- BU 137 Introduction to Litigation
- BU 138 Litigation II
- BU 139 Real Estate Law
- BU 193 Legal Assistant Internship

Nine (9) hours of upper-division electives from a four-year institution.

**Marketing**

A total of thirty (30) semester hours.

BU 90 Business Communications  
 BU 180 Market Analysis  
 BU 182 Consumer Behavior  
 BU 183 Promotion Strategy  
 BU 187 Marketing Research  
 BU 188 Seminar in Marketing  
 BU 189 Marketing Policy

Nine (9) hours upper-division electives from a four-year institution. Three (3) of which must be in BU/EC.

**Operations**

A total of thirty (30) semester hours.

BU 90 Business Communications  
 BU 140 Human Resource Management  
 BU 150 Managerial Accounting  
 BU 160 Operations Management  
 BU 165 Procurement Management  
 EC 152 Intermediate Microeconomics

Twelve (12) hours of upper-division electives from a four-year institution. Six (6) of which must be BU/EC.

- Effective Fall, 1987, each of the curricular patterns outlined above (except Accounting) must include a minimum of one course in both finance and marketing from a four-year institution.
- Effective Fall, 1988, only one repeat of a required Business or Economics course by a Business major will be permitted.
- Effective Fall, 1990, upper-division courses in the Business majors shall be completed in a baccalaureate degree granting institution; except Accounting and Legal Assistant courses, which may be validated for

transfer. In any case the last twelve hours in Accounting shall be completed at Avila College. The Business Law course may be transferred from a two-year school to satisfy BU 110 Legal Aspects of Business.

**Minor in Business Administration**

BU 51 Principles of Accounting I  
 BU 52 Principles of Accounting II  
 BU 60 Introduction to Computer Systems  
 BU 110 Legal Aspect of Business  
 BU 120 Management  
 BU 170 Finance  
 BU 181 Marketing  
 EC 40 Statistical Analysis  
 EC 51 Principles of Economics I  
 EC 52 Principles of Economics II

A minimum grade of "C" is required in courses required for a minor in Business Administration. MA 16 is a prerequisite to courses included in the minor in Business Administration.

A minor in Business Administration is not permitted for Business majors.

**Certificate in Legal Assistant Studies**

The certificate in Legal Assistant Studies program is a non-academic program designed to meet needs of the student who already has a bachelor's degree in another field of study, or the student who does not wish to complete the Bachelor of Science degree.

For the student who does not have a bachelor's degree, it is necessary to complete a total of sixty (60) hours of college credit including:

**General Education Courses**

Thirty-three (33) hours of the following general education courses or their equivalent:

BU 60 Introduction to Computer Systems

CO 111 Speech Communication or  
CO 112 Human Communication  
EC 51 Principles of Economics I  
EN 50 Composition I  
EN 60 Composition II  
PL 13 Logic  
PY 11 General Psychology

One mathematics course (3). Elective courses (9).

### **Legal Assistant Courses**

BU 30 Introduction to Legal Assistant Studies  
BU 120 Introduction to Legal Research and Writing  
BU 131 Administrative Law  
BU 133 Formation and Structure of Business Entities  
BU 135 Wills, Trusts and Estates  
BU 137 Introduction to Litigation  
BU 138 Litigation II  
BU 139 Real Estate Law  
BU 193 Legal Assistant Internship

The student who has a bachelor's degree is required to complete only 27 hours of Legal Assistant courses or their equivalent.

## **BUSINESS COURSES (BU)**

### **BU 20. Introduction to Business. (3)**

Introduction to business for non-business students; no credit for any student who has completed six semester hours of BU/EC courses.

### **BU 30. Introduction to Legal Assistant Studies. (3)**

Introduction to the law, the legal assistant profession and the ethical role of legal assistants and attorneys in legal processes and procedures.

### **BU 51. Principles of Accounting I. (3)**

Introduction to the terminology, concepts, and procedures of accounting. Prerequisite: Sophomore standing and MA 16.

### **BU 52. Principles of Accounting II. (3)**

Accounting for partnerships, corporations, manufacturing firms; also involves analyzing financial statements. Prerequisite: BU 51.

### **BU 60. Introduction to Computer Systems. (3)**

Introduction to computer systems, devices, and programming.

### **BU 90. Business Communications. (3)**

Communication applications to business including report writing, correspondence, and meeting planning. Prerequisites: EN 50 and 60; CO 111 or CO 112.

### **BU 102. Introduction to Legal Research and Writing. (3)**

A "hands-on" experience with legal research sources, procedures, and writing style. Prerequisite: BU 30.

### **BU 110. Legal Aspects of Business. (3)**

The study of legal issues inherent to business operations.

### **BU 115. Insurance. (3)**

Risk management and the study of basic insurance including the development of guidelines useful in establishing an insurance program. Prerequisites: BU 170, EC 40, EC 51, EC 52.

### **BU 118. Real Estate. (3)**

Fundamental concepts in real estate and their application in the principal commercial and financial transactions involved in the ownership and transfer of real estate. Prerequisites: BU 51, BU 52, BU 110, BU 170, EC 51, and EC 52.

**BU 120. Management. (3)**

Principles of management applicable to any organization including functions, processes, and behavior concepts. Prerequisite: Junior standing.

**BU 125. International Business****Administration. (3)**

Analysis of factors unique to international business situations. Prerequisites: BU 120, BU 170, and BU 181.

**BU 128. Administrative Management Systems. (3)**

Prepares students to administer office functions, methods, equipment, systems, policies. Stresses the role of the Administrative Manager as an overall supervisor of an office. Prerequisite: BU 120.

**BU 131. Administrative Law. (3)**

An introduction to the sources, procedures, and issues in administrative agency practice. Prerequisite: BU 30.

**BU 133. Formation and Structure of Business Entities. (3)**

A study of the statutes and cases controlling the operation of sole proprietorships, partnerships, and corporations. Prerequisite: BU 30.

**BU 135. Wills, Trusts, and Estates. (3)**

The study of the processes and rules used in drafting wills, trusts, and administering estates. Prerequisite: BU 30.

**BU 137. Introduction to Litigation. (3)**

The study of civil litigation processes, procedures, and rules of evidence. Prerequisite: BU 30.

**BU 138. Litigation II. (3)**

Study of the preparation of civil pleadings, motions, discovery, and trial evidence. Prerequisite: BU 30 and BU 137.

**BU 139. Real Estate Law. (3)**

A study of the legal concerns and documents involved in the transfer of real estate. Prerequisite: BU 30.

**BU 140. Human Resource Management. (3)**

Study of the human resource management as an integral part of an organization. Topics include recruitment, selection, development, compensation, benefits, and retirement. Prerequisite: BU 120.

**BU 141. Labor-Management Relations. (3)**

Basic labor-management relations history, development, and applications. Prerequisite: BU 120.

**BU 148. Seminar in Human Resource Management. (3)**

A more intensive investigation of selected human resource management topics. Prerequisites: BU 120, BU 140.

**BU 149. Seminar in Human Resource Management II. (3)**

A more intensive investigation of additional human resource management topics. Prerequisites: BU 120, BU 140.

**BU 150. Managerial Accounting. (3)**

Study of the determination and control of costs, with emphasis on management use of costs data. Prerequisite: BU 52.

**BU 151. Cost Accounting. (3)**

Accounting for product and period costs, with emphasis on cost relationships, cost determinations, and the use of quantitative techniques. Prerequisite: BU 52.

**BU 152. Intermediate Accounting I. (3)**

Review of the accounting process, extensive study of working capital accounts and operational assets.



Prerequisite: BU 52.

**BU 153. Intermediate Accounting II. (3)**

Study of long-term assets and debts, stock-holders' equity, and financial statement analysis.

Prerequisite: BU 152.

**BU 154. Tax Accounting I. (3)**

Detailed discussion of the fundamental aspects of federal income taxation as applied to individuals.

Prerequisite: BU 52.

**BU 155. Tax Accounting II. (3)**

Study of federal income taxation as applied to corporations and partnerships; introduction to tax planning.

Prerequisite: BU 154.

**BU 157. Auditing. (3)**

Study of the verification of accounting records for financial and operating audits, with emphasis on the ethical and legal aspects of the auditor's work.

Prerequisites: BU 152, BU 153 or concurrent enrollment.

**BU 158. Advanced Accounting. (3)**

Advanced study of accounting procedures and theories, applicable to corporate entities, partnerships and not-for-profit firms. Prerequisite: BU 153

**BU 159. Accounting Theory. (3)**

Study of the major theories of income determination and asset valuation.

Prerequisite: BU 153.

**BU 160. Operations Management. (3)**

Analysis of the methods and techniques utilized in the operations area of organizations including the production and manufacturing function.

Prerequisites: BU 120, EC 40, and EC 141.

**BU 165. Procurement Management. (3)**

Study of materials management and analysis of the purchasing function.

Prerequisites: BU 120, EC 40, and EC 141.

**BU 170. Finance. (3)**

Study of financing organizations with an emphasis on corporations.

Prerequisites: BU 52, EC 40, EC 52, and MA 16.

**BU 171. Investments. (3)**

Analysis and evaluation of the major types of investment media.

Prerequisite: BU 170.

**BU 175. Financial Policy. (3)**

Case studies of the theory and practice of capital budgeting, financial planning, asset management, and capital structure. Prerequisite: BU 170.

**BU 176. Security Analysis. (3)**

Study and analysis of securities, securities' markets, portfolio management, and investment strategy.

Prerequisite: BU 171.

**BU 178. Seminar in Finance. (3)**

Study of current problems in finance. Business and Economics seniors only. Prerequisite: BU 170, and BU 175.

**BU 180. Market Analysis. (3)**

Analysis of geographic and demographic dimensions of the United States market and selected international, regional, and local markets.

**BU 181. Marketing. (3)**

Introduction to the principles and practices of marketing goods and services. Strategy and planning are emphasized and the marketing concept given extensive treatment.

Prerequisites: EC 51 and EC 52.

**BU 182. Consumer Behavior. (3)**

Analysis of internal and external factors influencing consumer behavior and identification of variables basic to the segmentation of consumer markets.

Prerequisites: BU 181 (or concurrently) and PY 11.

**BU 183. Promotion Strategy. (3)**

Planning, implementing, coordinating, and evaluation of promotion strategy. Prerequisites: BU 181; BU 182 recommended.

**BU 184. Advertising Management. (3)**

Development, implementation, evaluation of an advertising program for an organization and analysis of advertising problems from the perspective of both the client firm and the advertising agency. Prerequisites: BU 181, BU 182, and BU 183.

**BU 185. Public Relations Management. (3)**

Development, implementation, evaluation of a comprehensive public relations program for an organization. Prerequisites: BU 120, and BU 181.

**BU 186. Physical Distribution Management. (3)**

Design effective operation and coordination of integrated physical distribution systems for organizations serving geographically extended markets. Prerequisites: BU 181, EC 40 and EC 141.

**BU 187. Marketing Research. (3)**

The techniques and methods utilized in planning, executing, and reporting marketing research. Prerequisites: BU 181 and EC 40.

**BU 188. Seminar in Marketing. (3)**

Exploration of selected topics in marketing. Prerequisites: BU 181; recommended BU 182, and BU 187.

**BU 189. Marketing Policy. (3)**

Analysis of the development, execution, evaluation, and redirection of marketing programs. Prerequisite: BU 181.

**BU 191. Small Business Administration. (3)**

The study of principles of business administration as applied in the context of smaller businesses. Topics covered include management, accounting, marketing and finance for small businesses. Prerequisites: BU 120, BU 170, and BU 181.

**BU 192. Business Consulting Practicum. (3)**

Students will work in teams in actual business situations involving identifying problems, proposing solutions, and implementing changes where practicable. Prerequisite: Consent of the instructor.

**BU 193. Legal Assistant Internship. (3)**

The internship involves 150 contact hours as a paralegal. Pass/Fail. Maximum Credit of 3 hours for any one student.

**BU 195. Business Policy. (3)**

A capstone course that is designed to synthesize the student's learning through case study and computer simulation. Prerequisites: BU 120, BU 170, and BU 181. Senior standing required.

**BU 196. Independent Study in Business. (1-6)**

Study of an approved topic not parallel with the content of another course.

**BU 197. Special Topics. (1-3)**

Selected topics to be determined at the discretion of the department.

**BU 199. Business Internship. (1-6)**

Structured learning/work experience performed in a position approved by the department. Maximum total credit for any one student is 6 hours. Pass/Fail only.

## CHEMISTRY (CH)

The candidate for the Bachelor of Science degree in Chemistry must complete all the general degree requirements as stated on page 35.

Students majoring in chemistry are also required to pass either a departmental comprehensive examination, the Graduate Record Examination in chemistry, or the chemistry sections of the DAT or MCAT examinations.

Students must complete all Physical Science, Computer Science, and Mathematics courses with a grade of "C" or better.

The following courses in the Chemistry Major must be completed:

CH 31 or 32, 37 and thirty-three (33) hours in upper-division chemistry including CH 116, 117, 121, 122, 131, 132, 133, 134, 198; CS 12 or 16. MA 31, 112, 113. PH 31 and 32.

### Chemistry Minor:

CH 31 or 32, and sixteen (16) hours of chemistry courses (at least twelve hours should be in upper-division courses.)

### Biology/Chemistry Double Major

CH 31 or 32, 37, 116, 117, 121, 122, 131, 132, 133, 134, 141, 142. CS 12 or 16. MA 31, 112. PH 31 and 32. All REQUIREMENTS as mentioned above must be met. The following MAJOR REQUIREMENTS must be completed: BI 12, 13, 111, 112, 115, 150. One hour of BI 197 and one hour of CH 192-197. Minimum of one (1) hour in BI 199 or CH 198. Twelve (12) hours of upper-division biology courses, with at least one in the 170 series.

### Chemistry/Medical Technology Double Major

See Medical Technology Section

### Pre-Medical Major

See Pre-Medical Section

### Natural Science Major

See Natural Science Section

## CHEMISTRY COURSES (CH)

### CH 15. Molecules that Matter. (3-4)

An introductory course for non-science majors dealing with the fundamental concepts of chemistry and their application to such areas as consumer chemistry, food and drugs, environmental problems and biochemistry. The fourth credit for this course involves a term paper or a laboratory project chosen with the permission of the instructor. I.

### CH 31. General Chemistry I. (4)

The basic theory of modern chemistry including studies of atoms, bonding, the periodic table, stoichiometry, gases, oxidation-reduction reactions, solutions, equilibrium, acids, bases, and buffers. I, II, S.

### CH 32. Advanced General Chemistry I. (4)

A more advanced course in general chemistry for those students with a strong background in mathematics and chemistry. Includes such topics as bonding, molecular orbitals, gases, solutions, equilibrium, acids, bases, buffers and nuclear chemistry. Prerequisite: Consent of instructor. I.

### CH 35. Introduction to Organic and Biochemistry. (4)

Presents the structure and chemical properties of the different classes of organic compounds including alkanes, alcohols, alkenes, carboxylic acid

derivatives, amines, carbohydrates, fats, nucleic acids and proteins, and applies these concepts to the chemistry of the human body. A terminal course for non-science majors. Prerequisite: CH 31 or CH 32 or consent of instructor. I, II, S.

#### **CH 37. General Chemistry II. (4)**

A continuation of the basic theory of modern chemistry taught in CH 31 and 32 with an emphasis on inorganic chemical reactions, molecular structures, bonding, kinetics, thermodynamics and electrochemistry. Prerequisite: CH 31 or 32. II.

#### **CH 91-95. Topics in Chemistry. (I)**

Presentation and discussion of chemical topics. Each offering will be titled appropriately. A student may take any number of different topics. No prerequisites. I, II, S.

#### **CH 116, 117. Organic Chemistry I, II. (5,5)**

Principles, laws and theories governing the formation and reactions of aliphatic and aromatic compounds. Prerequisite: CH 31 or 32. I, II.

#### **CH 121. Quantitative Analysis. (5)**

Principles and techniques of quantitative gravimetric and volumetric analysis. Prerequisites: CH 31 or 32, MA 16. I.

#### **CH 122. Instrumental Methods of Analysis. (4)**

Presents the instrumentation used in research laboratories including that used in spectroscopy, electrochemistry, radiochemistry, chromatography and automated methods. Prerequisites: CH 31 or 32, 121; PH 31, 32 or PH 23. II. alternate.

#### **CH 131, 132. Physical Chemistry I, II. (4, 3)**

A quantitative description of the macroscopic behavior of substances

and the molecular basis for this macroscopic behavior including the topics of thermodynamics, kinetics, and quantum mechanics. Prerequisites: CH 31 or 32; MA 31, 112; PH 31, 32. I, II, alternate.

#### **CH 133, 134. Physical Chemistry Lab, I, II. (1, 1)**

Introduction to experimental techniques used in physical chemistry. Experiments illustrating the material presented in CH 131 and CH 132 will be carried out. Prerequisites: PH 31, 32; CH 131, 132 or concurrently. I, II, alternate.

#### **CH 141. Biochemistry I. (3)**

Introduction to the chemistry of life processes. The chemistry of amino acids, lipids and nucleic acids is discussed. In addition, the major metabolic pathways are investigated in detail. Prerequisite: CH 117. I, alternate.

#### **CH 142. Biochemistry Laboratory (1)**

A laboratory study of the principles learned in CH 141. Prerequisites: CH 31 or 32, 117, 121, 141 or concurrently I, alternate.

#### **CH 143. Biochemistry II (3)**

Investigation of important biosynthetic pathways in detail. Chemistry of genetics, replication, transcription, and translation of genetic information. Prerequisites: CH 117, 141. II, alternate.

#### **CH 151. Advanced Inorganic Chemistry. (3)**

Modern theory of molecular bonding and structure of inorganic molecules. Prerequisite: CH 37.

#### **CH 161. Organic Qualitative Analysis. (3)**

Identification of organic compounds by physical and chemical methods and an introduction to the interpretation of IR, NMR, UV and Mass spectra.

Prerequisites: CH 31 or 32, CH 117 or consent of instructor.

**CH 191. Independent Chemical Research. (1-3)**

Research projects in areas of chemistry in which the student has a special interest. For both science and non-science majors.

**CH 192-197. Chemistry Seminar. (1)**

A discussion of current topics in chemistry which are of interest to persons majoring in science.

Prerequisite: CH 31 or 32. II.

**CH 198. Chemistry Research. (1-3)**

Selected topics and student research projects designed for the major in chemistry. Prerequisite: Consent of the instructor. I, II.

**ED 195. Teaching of Chemistry in the Secondary School. (2)**

See ED 195 in the Education section.

## COMMUNICATION (CO)

**Degree:**

Bachelor of Arts.

**Major:**

Communication with area of emphasis.

The communication major at Avila educates to produce the communication specialist that possesses skills and knowledge required for a career in the communication field. The student selects an area of emphasis in which to concentrate his study of the application of communication theory and skills. The area of emphasis may be any major offered by Avila College, and electronic media.

A composite average of "B" is required for all Communication Core Writing/Speech courses. These courses include those requiring, writing or speaking as primary fulfillments. A minimum

grade point of "C" is required for all area of emphasis courses and upper-division Communication courses.

The candidate for the Bachelor of Arts degree must fulfill all general degree requirements as stated on page 35.

In addition to those requirements, the degree candidate must complete the following courses in the Major:

AR 121; EN 50, 60; EN 61 or BU 90; EN 111; TR 30 and 130.

Basic Communications requirements: 27 hours.

CO 30, 111, 112, 113, 120, 130, 150, 198; CS 12.

**Minor:**

AR 21; CO 30, 111, 112, 130; EN 50, 60.

Listed below are the required course for selected Areas of Emphasis. For requirements in other areas, contact Communication advisor.

**Areas of Emphasis:**

**Art:**

AR 11 or AR 12; AR 13, 15; AR 31 or 51; AR 80 or 81, and AR 122.

**Business:**

BU 51, 110, 120, 181; EC 51 and 52.

**Education:**

ED 16, 121, 151 or 157, 163, 186, 191 or 193.

**Electronic Media:**

CO 67, 131, 135, 151, CO 199 Directed Studies (4) TR 131 (2).

**English:**

Writing:

EN 115; CO 114; TR 90 or TR 136;



Two (2) literature courses with English credit ( 6 hrs.)

**Literature:**

18 hours in any literature courses with English credit.

**History:**

HI 11, HI 12 or 17, HI 18

12 hours of upper-division history courses chosen with consent of advisor.

**Psychology:**

PY 11, 12, 55, 161, 162, and PY 190 (Transactional Analysis or Non-verbal Communication).

**Sociology:**

SO 11, 12, 178 and Nine (9) hours of upper-division sociology courses chosen with consent of advisor.

**Theatre:**

TR 40, 70, 71, 90, 140, 141.

**Communication Courses (CO)**

**CO 30. Introduction:**

**Mass Communication Media. (3)**

An overview of the content, organization, and control of the communication media—radio, television, newspapers, and motion pictures; enabling students to formulate critical and ethical criteria for evaluating modern media environment. I.

**CO 40. Argumentation and Debate. (2)**

Principles of argumentation and debate, debating techniques, analysis of question, methods of research and using evidence, refutation and brief-making. Prerequisite: CO 111 or departmental approval. Alternate years. I.

**CO 60-67. Film Series.**

Weekly showing of pertinent films followed by discussion bring students to a keen awareness of film as an art form that touches on related fields of art history, politics, sociology and theatre.

**CO 60. Aspects of Horror Film. (3)**

**CO 61. Aspects of Comedy Film. (3)**

**CO 62. History of Motion Picture, U.S. (3)**

**CO 63. The Genre Film. (3)**

**CO 64. Film Seminar—  
Selected Director. (3)**

**CO 65. History of Film, Europe. (3)**

**CO 66. American Film Series. (3)**

**CO 67. Topical Selection. (3) I, II.**

**CO 111. Speech Communication. (3)**

Introduces the student to principles and enables him to acquire basic organizational and delivery skills through classroom participation. Basic public speaking. I, II.

**CO 112. Human Communication. (3)**

A study of effective oral communication methods with emphasis on practical classroom application. Communicating one to one, one to small group, public speaking. I, II.

**CO 113. Introduction to Journalism. (3)**

Study of new and creative trends in modern journalism and experimentation with these trends. Goals include better communication and observation. I.

**CO 114. Journalism II. (3)**

Advanced study and experience in modern journalism with possible publication. Prerequisite: CO 113 or departmental approval.

**CO 120. Theories of Communication. (3)**

A study of the historically great rhetoricians, their theories, and their effect on modern human communications. Prerequisite: CO 112 or departmental approval.

**CO 130. Introduction to TV Production. (3)**

Fundamentals of television, acquisition and application of knowledge and skill dealing with basic problems, equipment operation and programming. Prerequisite: AR 121 suggested.

**CO 131. Producing/Directing for TV. (3)**

Television practicum, emphasis on programming and production, individual projects. Prerequisite: CO 130 or departmental approval. I, II. May be repeated for credit.

**CO 135. Writing for the Electronic Media. (3)**

Study of writing for a variety of electronic media. Common characteristics are examined and respective differences identified. Aural and visual imagery are emphasized in written assignments and, when possible, produced in lab situations. Alternate years. II. May be repeated for credit.

**CO 150. Introduction to Radio. (3)**

Study of radio techniques and theory with practical projects, guest lecturers and tours of professional studios when possible.

Prerequisite: CO 30 or consent of instructor. II.

**CO 151. Advanced Radio Broadcasting. (3)**

A study of performance, programming problems and operating situations encountered in broadcasting.

Prerequisite: CO 150 or consent of instructor. II.

**CO 175. Practicum in Radio/Television. (1-3)**

The student will gain participatory experience in media—radio and television production—by hands-on instruction. Open to majors only. May be repeated for up to three credits. I, II.

**CO 176. Practicum in Journalistic Media. (1-3)**

The student will gain participatory experience in the journalistic arts. Publication required. Open to majors only. May be repeated for up to three credits.

**CO 197. Special Topics. (1-3)**

A course designed to deal with a topic or area in communication which is not available in the regular course offerings. Topics and instructors to be listed in the class schedules.

**CO 198. Directed Studies: Communication Internship. (3-6)**

The student will arrange to work in an organization involved in the media of the student's emphasis. Under supervision of a media professional of that organization, the student will complete the approved number of clock hours required for the desired credit. See Division Coordinator for specific policy and requirements. May be repeated for a total of six hours credit. Prerequisite: At least six hours of course work in the media of internship.

**CO 199. Directed Studies in Communication. (3-6)**

Under supervision of Avila faculty, the student will choose a topic, area, or a project for investigation and study. A written agreement between the student and supervision faculty member will determine the amount of credit. May be repeated up to six credit hours.

Prerequisite: Senior standing or departmental approval.

## COMPUTER SCIENCE/ MATHEMATICS (CS)

The candidate for the Bachelor of Science degree in Computer Science/Mathematics must complete all the general degree requirements as stated on page 35.

Students must complete all Natural Science, Computer Science, and Mathematics courses with a grade of "C" or better.

The following courses in the Computer Science/Mathematics major must be completed:

EN 50 and 61.

MA 31, 112, 113, 121, 122, 126, 127, 136.  
CS 12 or 16, CS 112, 113, 114, 140, 185, 186, 187; and eighteen (18) hours in a related area to be chosen with approval of the major advisor.

**No minor is offered.**

### COMPUTER SCIENCE COURSES (CS)

#### **CS 11. Introduction to Microcomputers via the Apple IIE. (1)**

Computer terminology and computer applications. Hands-on experience: handling floppy disks, booting a system, running software packages: introductory sessions with word processing, turtle graphics, electronic spread sheets. Exposure to the BASIC language. I, II, S.

#### **CS 12. Introduction to Computer Programming in BASIC. (3)**

Computer systems introduction to structured programming in the BASIC language including analysis of problems, coding, as well as debugging and documenting the resulting pro-

grams. Students who have had previous programming experience may wish to consider taking CS 11 or CS 16. Prerequisite: MA 012 or equivalent. I, II, S.

#### **CS 14. Advanced Basic (3)**

Study of advanced features and programming techniques of BASIC including: two-dimensional arrays, sorting and imagining, file processing, flow charting and pseudo code.

Prerequisite: CS 12 or equivalent. I.

#### **CS 16. Computer Programming in Pascal. (3)**

Fundamental concepts of computer science: data representation and computer organization; introduction to programming in the Pascal language including analysis of problems, coding, as well as program testing, debugging, and documentation; study of Pascal structures and their use in developing structured programs. Recommended for students who have had a previous programming course.

Prerequisite: one computer language or consent of instructor. I, II.

#### **CS 103. Microcomputers in Education. (1)**

See ED 403.

#### **CS 106. Logo. (1)**

See ED 406.

#### **CS 112. FORTRAN Programming. (3)**

Study of FORTRAN computer programming. Emphasis on the continued development of good programming style, techniques for debugging and testing, and documentation. Numerical and non-numerical applications drawn from a variety of disciplines.

Prerequisite: one computer language or consent of instructor.

**CS 113. COBOL Programming I. (3)**

Study of COBOL computer programming. Emphasis on the continued development of good programming style, techniques for debugging and testing, and documentation. Typical business data processing applications such as inventory and payroll applications, file and table handling.

Prerequisite: one computer language or consent of instructor. I, II.

**CS 114. COBOL Programming II. (3)**

Study of advanced features and programming techniques of COBOL including: sorting and merging procedures; methods of building, updating and handling sequential, random access, and indexed files. Continued emphasis on structured design and structured programming.

Prerequisite: CS 113 or equivalent. II.

**CS 140. Numerical Methods. (3)**

Examination of floating-point arithmetic and its implications. Selected topics and methods from rootfinding for nonlinear equations, interpolation methods, numerical differentiation and integration, error analysis. Prerequisites: MA 31 and one programming course.

**CS 185. Operations Research. (3)**

The discussion of decision making methods of evaluating and enhancing the management of organizations. This scientific approach to problem solving could include models of linear programming and the simplex method, the transportation problem, PERT networks, and selected topics from integer programming, deterministic inventory models, goal programming, introduction to queuing theory (Poison, single-server, and FCFS models), simulation. Prerequisites: MA 20 or 127, Statistics, 3 hours of programming language, or consent of instructor. II.

**CS 186. Data-Base Management I. (3)**

Discussion begins with the role of computer generated data in management, the integration of the behavioral and quantitative aspects of managements. Certain subject matter areas such as performance measurement and control will be explained. Students will use quantitative data to run elementary database programs. Prerequisites: BU 60 and PA 84, CS 12 or consent of instructor. Alternate years. II.

**CS 187. Systems Analysis and Design. (3)**

In-depth discussion of the methodology of designing and implementing computer-based business systems. The systems development life cycle; breaking complex processes into phases and activities with specific products or objectives, including preliminary investigation, analysis, design, implementation, and evaluation. Case studies are used to emphasize points covered. Prerequisites: six hours of computer programming.

**CS 188. Data-Base Management II. (3)**

Continuation of CS 186.

Prerequisite: CS 186.

**CS 191. Independent Study. (1-3)**

In-depth study of an approved topic not covered in other computer science courses.

Prerequisite: consent of instructor.

## CYTOTECHNOLOGY

The Cytotechnology program is primarily designed for Registered Cytotechnologists, enabling them to pursue a B.S. degree with an individually designed emphasis area. This degree will allow working professionals the

opportunity to expand their capabilities into a chosen area of professional and personal benefit.

The program will also meet the educational needs of students who desire to enter a CAHEA accredited program in Cytotechnology and complete degree requirements following certification. During the sophomore or junior year, these students must submit an application to the CAHEA program of their choice.

The candidate for the Bachelor of Science in Cytotechnology must meet the following requirements:

1. Completion of at least 95 hours of academic work with a minimum grade point average of 2.0. Upon completion of all other degree requirements, Registered Cytotechnologists will be awarded 33 credit hours for successful completion of a CAHEA accredited program in Cytotechnology as documented by a copy of their certificate and registry.
2. Maintain a "C" or above in all required Natural and Allied Health Science and Mathematics courses, and emphasis electives.
3. Obtain approval of the major in writing from the Medical Technology Program Director upon acceptance into a CAHEA accredited Cytotechnology Program or upon documentation of program completion prior to enrollment at Avila College.
4. Acceptance into a CAHEA accredited program requires 60 semester hours of college credit including at least 20 hours in biology.
5. Completion of the final 30 semester hours at Avila College.
6. Completion of the following requirements:

## **CYTOTECHNOLOGY**

### **A. GENERIC and TRANSFER STUDENTS**

#### **Requirements**

**English 3 hours** EN 50, 60 or 61

**Communication 3 hours** CO 111, 112

**Mathematics 6 hours** MA 50 required for major plus one other college level course.

**Literature 3 hours**

**Western Civilization 3 hours**

**Philosophy & Theology 9 hours** in two areas (Ethics recommended)

**Art or Music 3 hours**

**Foreign Language 6 hours**

**Social Science 9 hours** in three areas

**Natural Science** Biology—20 hours of Biology including BI 198 and at least 16 hours of upper division Biology courses

Recommended: BI 12, 120, 121, 122 or 125, 152

Chemistry CH 31 or 15 or 32, CH 35 or 116 (8 hours)

**Allied Health AH 14 2 hours**

**Computer Science Elective 3 hours**

**Emphasis Electives 15 hours**

Selected by the student and approved by Major Advisor, NAHSM Department Chair and Academic Dean

**Open Electives 2 hours**

CT (ASCP) Certification 33 hours



## B. Registered Cytotechnologists

Registered Cytotechnologists must fulfill the College General Education Requirements as listed for Generic students and Transfer students.

### Natural Science 6 hours

At least 6 hours upper-division Biology or Chemistry course including BI 198

### Computer Science Elective 3 hours

### Emphasis Electives 15 hours

At least 15 hours (in addition to all other listed requirements) will be selected by the student with the approval of the major advisor, NAHSM Department Chair and the Academic Dean.

### CT (ASCP) Certification 33 hours

Upon completion of all other degree requirements, 33 credit hours will be awarded for completion of a CAHEA accredited program and CT (ASCP) certification.

## Cytotechnology Courses (CY)

### CY 180. Teaching Practicum. (3)

The student will have actual experience in a clinical and classroom setting and will have the opportunity to apply concepts learned in campus courses. Assisted by the campus CY advisor and in coordination with a Clinical Allied Health educator, the student will develop a course module or continuing education program, instruct and evaluate results of instruction.

### CY 185. Management Practicum. (3)

To apply concepts learned in previous campus courses and to provide insight into the various aspects of laboratory administration and management, the student will have clinical experience in a department of pathology under super-

vision of the laboratory manager in coordination with the campus CY advisor.

## DANCE (DA)

No major in Dance is offered, but a Bachelor of Fine Arts (B.F.A.) in Musical Theatre (Dance, Music, Theatre) is offered. See sections on TR, MU for requirements.

### Minor in Dance:

The student is required to complete eighteen hours in dance which include DA 120.

### DA 16. Creative Movement. (1)

Course designed for person or actor who has desire/need for correct deportment, proper handling of body and stage movement; the basic principles of mime will flow from the class investigation of movement. May be repeated for credit. I, II.

### DA 25. Social/Ethnic Dance. (1)

Traditional social and historical folk dances will be studied and practiced with possibility participation in Noon Hour Recital or public performance. May be repeated for credit. Prerequisite: DA 16 or consent of instructor.

### DA 31. Stretch and Exercise. (1)

Movement for flexibility and extension, fluidity and artistic excellence; for retention and improvement of muscle tone. May be repeated for credit. I, II.

### DA 113. Ballet Technique and Theory I. (1)

Essentials of the classical ballet technique; exercises and combinations to develop skill and style. May be repeated for credit. I, II.

### DA 114. Ballet Technique and Theory II. (1)

Experience in perfecting technique learned in Ballet I. Prerequisite: DA 113

or departmental approval. I, II.

**DA 120. History of Dance. (3)**

Facilitates the understanding and appreciation of dance as an art form, its origins, social significance, and growth. Every third year. II.

**DA 141. Modern Dance Technique and Theory. (1)**

Theory, principles explained; exploration of fundamentals of movement, analysis and practice of action in space. Search for artistic excellence and expression of music and spirit in modern movement. May be repeated for credit. I.

**DA 161. Tap Dance. (1)**

Fundamentals of tap, practice and perfection of technique to develop skill and style. Search for performance perfection. May be repeated for credit. I, II.

**DA 177. Pointe (1)**

Class devoted to perfecting the art of dance on pointe. Prerequisite: DA 113, 114, or consent of instructor. May be repeated for credit. I, II.

**DA 181. Jazz Technique and Theory I. (1)**

Exploration of modern jazz fundamentals, basic movements, exercises, and dance routines permeated with the jazz beat with view of achieving artistic expertise and excellence. May be repeated for credit. I, II.

**DA 182. Jazz Technique and Theory II. (1)**

Experience in perfecting jazz technique. May be repeated for credit. I, II.

**DA 185. Dance Ensemble. (1)**

Preparation for and participation in culminating Noon Hour Recital with possibility of public performance. Prerequisite: DA 181 and by audition of

consent of instructor. I, II.

**DA 201. Therapeutic Uses of Dance. (1)**  
Arranged offering. See GS/DA 201.

## **EARTH SCIENCE (ES)**

No major or minor is offered.

**ES 11. Earth Science. (4)**

Study of the physical and historical aspects of geology. Laboratory study of minerals, rocks, maps and fossils. Recommended for the college core requirements.

**ES 12. Study of Meteorology. (1)**

Discussion of the principles of meteorology, including makeup of the atmosphere, humidity, wind movement, weather and climate, weather predictions, storms, and associated conditions. Recommended for the college core requirements.

## **ECONOMICS (EC)**

A major in Economics is not offered.

**Minor:**

EC 51 Principles of Economics I.

EC 52 Principles of Economics II.

EC 151 Intermediate Macroeconomics.

EC 152 Intermediate Microeconomics.

Six (6) additional hours of upper-division economics (excluding EC 141).

**Economics Courses (EC)**

**EC 31. Personal Finance. (3)**

Study of credit, insurance, investments and saving, home ownership, taxes, and financial planning for the individual.

**EC 40. Statistical Analysis. (3)**

Introduction to basic statistical techni-

ques for students in economics and business. Prerequisite: MA 16.

**EC 51. Principles of Economics I. (3)**

An introduction to the fundamental economic concepts and principles, capitalism, legal forms of business enterprises, determination of national income, and monetary and fiscal policy. Prerequisite: Sophomore standing.

**EC 52. Principles of Economics II. (3)**

An introduction to the theory of consumer and producer, or firm, behavior with an emphasis on the analysis of prices, markets, production, and resource allocation.

Prerequisite: EC 51.

**EC 141. Quantitative Analysis. (3)**

An introduction to quantitative analysis techniques needed to apply models to actual situations in business and economics.

Prerequisites: EC 40, 51, 52; MA 16.

**EC 151. Intermediate  
Macroeconomics. (3)**

Continuation and expansion of principles of macroeconomic concepts, theories, and models.

Prerequisites: EC 51, and EC 52.

**EC 152. Intermediate  
Microeconomics. (3)**

Continuation and expansion of principles of microeconomic concepts, theories, and models. Prerequisites: EC 51, EC 52, and EC 141.

**EC 161. Money and Banking. (3)**

Investigation of the money, credit, and banking structure and money's influence on the national economy and foreign exchange.

Prerequisites: EC 51, and EC 52.

**EC 171. Economics of  
Current Issues. (3)**

Application of formal economic concepts and theory to contemporary economic issues.

Prerequisites: EC 51 and EC 52.

**EC 182. International Economics. (3)**

An introduction to the theory, structure, and policies of international trade and international economic and financial institutions.

Prerequisites: EC 51 and EC 52.

**EC 190. Special Topics. (1-3)**

Selected Topics to be determined at the discretion of the department.

**EC 199. Economics Seminar. (1-3)**

Study of contemporary economic issues. Prerequisite: Senior standing.

## EDUCATION (ED)

**A. Criteria for Admission to the Education Major, the Secondary Education Minor, and Teacher Certification.**

1. Admission to the College.
2. Attainment of Missouri's Basic Education Competency requirement which is a Scholastic Aptitude Test (SAT) combined score of 800 or above, or an American College Test (ACT) composite score of 18 or above. Either test may be retaken once to achieve the required score.
3. Completion of at least sixty (60) semester hours of college work.
4. Completion of at least fifteen (15) semester hours of profession education courses at Avila College.
5. Attainment of a cumulative grade point average of at least 2.5 (on a 4.0 scale), for all college work.
6. Attainment of a cumulative grade point average of at least 3.0 (on a 4.0 scale), for all education

courses.

7. A grade of "C" or better in the following courses or their equivalents: English Writing I, English Writing II, Communication, and Fundamental Concepts of Mathematics.
8. Favorable evaluation of performance in activities for ED 122: Education Practicum.
9. Demonstration of Competence in writing skills based on a passing score on the English Proficiency Exam.
10. Favorable written recommendation from an Avila faculty member in a department other than education.
11. Evidence of good character, positive attitude, and dedication to the ethics of the teaching profession, based on written evaluation of practicum supervisor, Avila faculty member in department outside of education, and education faculty member(s).

**B. Criteria for Completion of the Bachelor of Science degree in Education and the Secondary Education Minor.**

1. Completion of all the general degree requirements as stated on page 35.
2. Completion of at least 128 semester hours of academic work with a minimum of cumulative grade point average of 2.5 (on a 4.0 scale).
3. Achievement of a minimum grade of "C" in all courses required for the major. A course may be repeated once to improve the grade earned.
4. Completion of the National Teacher Examination (NTE).
5. Enrollment in and successful completion of ED 199 Seminar in Education.

6. Favorable performance on the required AMI Examinations (Montessori Majors only).
7. Completion of the following Core Requirements: (Education Majors only).

**a. Humanities**

English Writing-6 hours  
 Communication-3 hours  
 Art for Elementary School-3 hours  
 Music for Elementary School-2 hours  
 Art or Music elective-3 hours  
 Approved Humanities elective-3 hours  
 English Literature-3 hours  
 Foreign Language-6 hours  
 Philosophy and Theology-9 hours (in two areas)  
 Total-35 hours in seven areas

**b. Social and Behavioral Sciences**

American History-3 hours  
 American Government course-3 hours  
 Psychology of the Exceptional Child-3 hours  
 Economics elective-3 hours  
 Sociology or Anthropology elective-3 hours  
 World Geography-3 hours  
 Western Civilization-3 hours  
 Total-21 hours in six areas

**c. Natural Sciences and Mathematics**

Fundamental Concepts of Mathematics-3 hours  
 Geometry for Elementary Teachers-3 hours  
 Methods of Math. for Elementary Teachers-3 hours  
 Biological Science + lab-4 hours  
 Physical Science + lab-4 hours  
 Total-17 hours in three areas

**d. Concentration**

A 21-hour concentration of courses in a related teaching field such as Math/Science or Social Sciences is required for Elementary Montessori and Special Education majors. A concentration in Social Studies is included in the Education Core Requirements.

8. Completion of the following education courses for the specific majors or minor are required in addition to the general degree requirements:

**a. Elementary:**

ED 16, 103, 117, 121, 122, 141, 146, 151, 152, 156, 163, 173, 176, 186, 191, 194, 196, 198, 199. NO MINOR IS OFFERED.

**b. Montessori:**

ED 117, 121 or 141, 122, 151, 152, 156, 163, 186, 187, 189, 190, 191, 194, 196, 198, 199. NO MINOR IS OFFERED.

**c. Special Education:**

For all Majors:

ED 16, 117, 121, 122, 136, 141, 146, 151, 152, 156, 163, 166, 173, 176, 186, 191, 194, 196, 198, 199, 241, and PY 123.

For a particular area of emphasis:

- Emotional Disturbance (ED) ED 164, 172, 196
- Learning Disability (LD) ED 168, 170, 196
- Mental Retardation (MR) ED 169, 171, 196

A student may be certified in all three areas of Special Education by taking courses in all areas (MR, ED, LD.)

NO MINOR IS OFFERED.

**d. Secondary Education:**

No Major is offered.

Students preparing to teach on the secondary level, major in the teaching field and minor in secondary education. This minor includes requirements for state teaching certificate.

Secondary education minors are offered in ART, BUSINESS EDUCATION, ENGLISH, MATHEMATICS, MUSIC, BIOLOGY, CHEMISTRY, SOCIAL STUDIES, and THEATRE.

For the Minor, the following courses are required:

ED 121 or 141 or PY 123; ED 122, 157, 163, 186, 193, 195, 196.

**Formal, approved permission to any Teacher Education Program is earned by successful completion of criteria outlined in the Education Student Handbook.**

**Education Courses (ED)****ED 005. Strategies for Academic Success. (3)**

This elective course provides the basis necessary to help students achieve their academic potential in college-level courses in all fields. Major topics include organizational and analytical skills, reading comprehension, communication skills, vocabulary enrichment, research practices, effective study techniques, goalsetting, assertiveness training, and time and stress management. I, II.

**ED 16. Children's Literature. (3)**

Examination of children's books; criteria for selection and evaluation of these books; relation of literature to



children's needs, abilities, and interests. I.

**ED 103. Microcomputers  
in Education. (3)**

See ED 403. I, S.

**ED 106. Logo. (3)**

See ED 406. I, S.

**ED 117. Behavior Management  
Theories and Techniques. (3)**

See ED 417. I.

**ED 121. Human Growth  
and Development. (3)**

A survey of the main patterns of growth and development of the person over the life span; emphasis on the social, intellectual, emotional and physical development of the person. I, II. See PY 121.

**ED 122. Practicum. (3)**

Elementary. MR, ED, LD and secondary depending on major. I, II.

**ED 136. Speech and Language  
Problems of Exceptional Children. (3)**

Exploration of speech and language problems associated with exceptional children; normal speech and language development, indication for referral, and educational techniques. I.

**ED 141. Educational Psychology. (3)**

Application of psychological principles to the field of education; nature of the learning process; motivation devices; evaluation of learning. II.

**ED 146. Physical Education for the  
Elementary School. (2)**

Total fitness program directed toward the elementary school child; methods of evaluating fitness; organization of programs of physical education based upon sound principles of human

growth and development. I, II.

**ED 151. Foundations of Reading  
Instruction. (3)**

Objectives and techniques of teaching reading in the elementary school; word recognition, comprehension, and motivation strategies; review of currently used methods. Observation required. I.

**ED 152. Elementary Language Arts. (3)**

Instruction and practice in the teaching of an integrated oral and written language program in the elementary classroom. II.

**ED 156. Assessment and Remediation  
of Reading Problems. (3)**

Selection of methods and materials designed to aid children with various problems in learning to read; emphasis upon typical problems; diagnosis and remediation procedures. Taken concurrently with ED 198.

Prerequisite: ED 151. II.

**ED 157. Reading for Secondary  
Teachers. (3)**

Selection and adaptation of materials to aid the secondary student in reading in the content areas; methods of teaching more effective comprehension and study skills in these subjects; techniques for dealing with the problem reader. Prerequisite: ED 193. II.

**ED 163. Psychology of the  
Exceptional Child. (3)**

Investigation of atypical children; description of various types of exceptionality; educational and social provisions; problems; general current remediation procedures. Observation required. I, II. See PY 163.

**ED 164. Analysis and Characteristics:  
Emotional Disturbance. (2)**

Same course content as ED 168, ex-

cept with reference to emotionally disturbed children. Observation required. Prerequisite: ED 163. I.

**ED 166. Parent Conferencing for Teachers. (2)**

Methods in the conferencing situation; emphasis upon parent attitudes; insight into the development of the child in direct and indirect ways; methods of helping parents to change child behavior. I.

**ED 168. Analysis and Characteristics: Learning Disability. (2)**

Explorations of the characteristics of the learning disabled child with emphasis upon identification, diagnosis and major remediation theories for the classroom and other situations. Observation required. Prerequisite: ED 163. I.

**ED 169. Analysis and Characteristics: Mental Retardation. (2)**

Same course content as ED 168, except with reference to mentally retarded children. Observation required. Prerequisite: ED 163. I.

**ED 170. Methods and Curriculum: Learning Disability. (2)**

Selection of appropriate teaching methods and materials applicable for teaching learning disabled children in school settings; administration of diagnostic tests. Practicum required. Prerequisite: ED 168. II.

**ED 171. Methods and Curriculum: Mental Retardation. (2)**

Same course content of ED 170, except with reference to mentally retarded children. Practicum required. Prerequisite: ED 169. II.

**ED 172. Methods and Curriculum: Emotional Disturbance. (2)**

Same course content of ED 170, except with reference to emotionally disturb-

ed children. Practicum required. Prerequisite: ED 164. II.

**ED 173. Health Education. (2)**

An overview of the philosophy, organization, and activities of community health including the school health program; exploration of the major health issues of contemporary concern in school and community. Prerequisite: ED 121. II.

**ED 176. Tests and Measurements. (3)**

Study of basic statistical concepts and common terminology related to measurement; comprehensive review of instruments currently used in schools; and practice in developing, administering, and analyzing tests for classroom use. I.

**ED 179. Elementary School**

**Organization and Management. (3)**

Study of the organization of subject matter for various grade levels; methods of classroom procedures and management principles; relation to administrative personnel. I, II.

**ED 181. Secondary School**

**Organization and Management. (3)**

Study of the organization of subject matter for various secondary levels; classroom procedures and management principles; relation to administrative personnel. I, II.

**ED 186. Foundations of Education. (3)**

Examines the field of education including philosophical and historical foundations, teaching as a profession, and recent innovations and critical issues. I, II.

**ED 187. Philosophy of Montessori. (2)**

Review of the philosophy which is the background of Montessori education; applications in observation periods

and use of materials. Begins mid-August.

**ED 188. Montessori Theory. (1-2)**

A one-week workshop in the theory of Montessori education for interested persons not planning to complete the training course. S.

**ED 189. Montessori Methods I, II. (12)**

Extended study of Montessori theory including the preschool child's care and development; learning through experience and self-directed activity; educational procedures; prepared environment for the formation of the individual. Observation, practice, and preparation of materials. I, II. Begins in mid-August. Fee required.

**ED 190. Psychology of Montessori. (2)**

Study of the psychological development of the pre-school child with a view to understanding the basis of the Montessori methods of teaching; application in observation periods and use of materials. Begins in mid-August.

**ED 191. General Methods and Observation in the Elementary School I. (4)**

Steps in lesson preparation and planning at different levels of the elementary school; actual observation of the teaching-learning process in preparation for the formal student teaching assignment. Observation required. I.

**ED 193. General Methods and Observation in the Secondary School. (4)**

Steps in lesson preparation, planning and presentation; selection and application of appropriate procedures, methods, and techniques; actual observation of the teaching-learning process in preparation for the student teaching assignment. Observation required. I.

**ED 194. Elementary Social Studies and Science Methods. (3)**

Course covering methods for planning units of instruction in the areas of sciences and social studies. I.

**ED 195. Special Methods of Teaching Secondary School Subjects. (2)**

This course is offered by the departmental staff of the student's major field and includes methods and procedures special to that area of secondary teaching. I or II.

**ED 196. Student Teaching: Montessori (5)**

Professional laboratory experience in a classroom setting; supervision and guidance shared between the cooperating teachers and the college supervisory staff. Classrooms are totally equipped with the Montessori materials and the student teacher will have ample opportunity to present this material to the children. Fee required.

**ED 197. Special Topics. (1-3)**

Specific topics relevant to the field of education will be analyzed. Each offering concerns a single contemporary issue. I, II, S.

**ED 198. Reading Practicum. (2)**

Supervised reading practicum with elementary student(s). Prerequisite: ED 151; taken concurrently with 156. II.

**ED 199. Seminar in Education. (3)**

Independent study and research; individual guidance in basic research techniques; writing of extensive research paper. Restricted to full-time seniors. I, II.

**ED 241. Educational Assessment. (3)**

An analysis and study of selected topics pertinent to the assessment of academic functioning. Emphasis will be on diagnostic assessment, both formal and informal, to aid in the

diagnosis and treatment of learning problems occurring in special education settings, with the mainstreamed child, or with children needing individualized programming in regular classrooms. Students will administer and interpret several of the currently used assessment instruments. Fee required. II.

## ENGLISH (EN)

The candidate for the Bachelor of Arts degree in English must complete all the general degree requirements as stated on page 35.

Candidates must also complete the following requirements in the Major:

EN 50 and EN 60 or their equivalent. Twenty-one (21) hours of upper-division English in a wide area of courses. Majors must also pass a three-hour written essay examination on specified works of literature.

### Minor:

EN 50 and EN 60 or their equivalent and an additional twelve (12) hours of upper-division English in a broad area of courses to be chosen with the approval of the minor advisor.

## ENGLISH COURSES (EN)

### EN 50. English Composition I. (3)

This course provides extensive practice in expository writing with emphasis on organization and methods of paragraph development. Practice in correct grammar and usage, punctuation, and spelling are stressed as necessary for clear, correct written communication. Techniques of the research paper. I, II.

### EN 60. English Composition II. (3)

This course provides continued practice in expository writing with emphasis on longer, well-developed

essays. Course stresses analytical thinking and the development of a mature writing style. Grammar, usage, punctuation, and spelling are reviewed as needed. Research paper.

Prerequisite: EN 50. I, II.

### EN 61. Technical Communication. (3)

This course is especially appropriate for students in the science, business, allied health and pre-medical programs. Topics covered include preparing technical reports, composing letters and memoranda and writing and editing for professional journals. One important emphasis will be on the well-written scientific or technical paper, with appropriate organization, language and documentation.

Prerequisite: EN 50. II.

### EN 111. Advanced Composition. (3)

Advanced practice in techniques of writing. Required course for English majors minoring in Secondary Education. Prerequisites: EN 50 and 60.

### EN 112. Survey of English Literature I. (3)

Analysis and interpretation of major works from the Old-English period to the Eighteenth Century. Course includes background and history of each period.

### EN 113. Survey of English Literature II. (3)

Analysis and interpretation of major works from the Romantic period to Modern times. Course includes background and history of each period.

### EN 115. Creative Writing. (3)

Practice in the techniques of writing poetry, short stories, and the dramatic scene. Topics covered include language, figures of speech, point of view, characterization, and dialogue. In-class analysis of all student work is emphasized.

**EN 116. Advanced Creative Writing II. (3)**

Advanced techniques in creative writing. Analysis of all student work.

**EN 117. The Short Story. (3)**

Study of selected masters of the short story from Poe and Hawthorne to mid-twentieth century authors. Readings and classroom discussions are designed to enhance the student's appreciation, understanding, and critical judgment of short fiction.

**EN 118. Mythology. (3)**

Wide reading and discussion of mythologies of the world as a background for the understanding and appreciation of cultures and literature. Emphasis on Greek mythology.

**EN 119. World Masterpieces I. (3)**

Analysis of selected masterpieces from the Greeks to the present, including the Oedipus plays, *Cyrano de Bergerac*, *Hedda Gabler*, the *Canterbury Tales*, Russian short stories, and *As I Lay Dying*.

**EN 120. World Masterpieces II. (3)**

Analysis of world masterpieces including *Macbeth*, *The Scarlet Letter*, *My Antonia*, *School for Scandal*, *The Inferno*, *The Odyssey*, and Chekhov's plays.

**EN 121. Great Epics of the World. (3)**

Reading and discussing of the great epics of all times. *The Iliad*, *The Odyssey*, *The Aeneid*, *El Cid*, *Bhagavad-Gita*, *Boewulf*, *The Song of Roland*, *Nibelungenlied*, *The Inferno*, and *Paradise Lost*. Better understanding of world cultures and peoples through appreciation of both the hero in epical literature and the rich tradition of each country. Guest lectures.

**EN 123. Psychological Aspects of the Novel. (3)**

Reading and discussion of ten significant novels: *The Great Gatsby*, *The Sun Also Rises*, *The Sound and the Fury*, *The Heart is a Lonely Hunter*, *Ethan Frome*, *The Power and the Glory*, *Wuthering Heights*, *My Antonia*, and *Catcher in the Rye*. Reading for pleasure and understanding. Stress on psychological motivations as a tool for discovery of self and understanding of others.

**EN 126. History of the English Language. (3)**

Historical development of the English language from its beginnings to the present times. This background, with its emphasis on basic grammatical principles, will deepen understandings of contemporary grammar.

**EN 129. Women and Men in Literature. (3)**

Discussion of novels, short stories, poetry, and drama that deal with men's and women's changing roles in life, their psychological motivations, and their struggles to understand self and realize individuality. This course will be taught in three mini-sections that may be selected independently. See WS/EN 129.

**EN 130. Human Relations in Literature. (3)**

This course introduces the student to a wide range of literature that demonstrates the unique social and psychological qualities which characterize humankind. Works covered (from ancient Greece to twentieth century America) include short stories, plays, poems, and essays that reveal the nature of human relationships. These selections will be read and discusses for the special pleasure, enrichment and insight which they offer.



**EN 131. American Literature. (3)**

This course covers the best of American literature from Washington Irving, Hawthorne, Poe, Melville and Emerson to Whitman, Dickinson, Frost, T.S. Eliot, Faulkner, and Hemingway.

**EN 136. Playwriting. (3)**

Basic techniques of writing for the stage. Prerequisite: Consent of instructor. See TR 136.

**EN 141. American Drama. (3)**

A Survey of American drama. Alternate years.

**EN 145. Modern European Drama. (3)**

Reading and interpreting plays of modern dramatists; Ibsen, Shaw, Pirandello, Eliot, Satre, Beckett, Pinter, Ionesco, among others.

**EN 155. Shakespeare. (3)**

Reading, discussion and analysis of major plays of Shakespeare, including comedies, histories, and the great tragedies.

**EN 158. The Restoration and Eighteenth Century. (3)**

Critical reading and discussion of writing of restoration and Eighteenth Century; emphasis on Dryden, Pope, Swift, Addison and Johnson.

**EN 160. Romantic Literature. (3)**

This course will deal with the main trends of Romanticism. Among the writers to be studied are Blake, Wordsworth, Coleridge, Byron, Shelley, Keats, Charles Lamb, Hazlitt, and De Quincey.

**EN 161. Victorian Literature. (3)**

This course will trace significant movements within the period. Some of the writers to be studied are Tennyson, Browning, Clough, Matthew Arnold, Rossetti, Hopkins, and Thomas Hardy.

**EN 170. Contemporary Literature. (3)**

Study, analysis, and interpretation of a selected number of modern and contemporary writers. Emphasis will be placed on modern techniques.

**EN/ED 195. Teaching of English in the Secondary School. (2)**

This course is offered by the departmental staff in English and includes methods and procedures special to this area of secondary teaching. I or II.

**EN 197. Directed Studies. (3) (1-4)**

## FRENCH (FR)

No Major or Minor is Offered.

**FR 11, 12. French I, II. (3, 3)**

A course in elementary French designed not only for those who have never studied the French language, but also for students who wish a basic grammar review with added practice in speaking. FR 11 or its equivalent is a prerequisite for FR 12.

## GENERAL STUDIES

General studies is a multidisciplinary program designed for students in the Weekend College. Students majoring in General Studies must take at least 50% of their coursework at Avila on the weekends. Students who are predominately taking weekday or evening courses are not able to major in General Studies.

Two degrees in General Studies are offered. They are an Associate of General Studies Degree and a Bachelor of General Studies Degree. Both of these degrees do not emphasize a particular

area of study but focus on a wide variety of courses in the humanities, the social/behavioral sciences, and the natural sciences/mathematics.

The candidate for the Bachelor of General Studies degree must complete all the general degree requirements as stated on page 35.

Students majoring in General Studies must take 50% of their courses at Avila on the Weekends.

In addition to the general education requirements, the following requirements in the major must be completed:

1. **Humanities**-No requirements beyond the general education requirements.

**Social and Behavioral Sciences**-15 hours beyond the general education requirements.

**Natural Science and Mathematics**-17 hours beyond the general education requirements with at least one course in computer science.

2. Completion of 36 credit hours, with a grade of "C" or better, in the following: 18 credit hours in each of **two** general areas (chosen from Humanities, Social and Behavioral Sciences, or Natural Science and Mathematics.) 12 of these credit hours from each area must be from upper-division courses.
3. Completion of LA 199, Intergrative Seminar in Liberal Arts (3 credit hours), with a grade of "C" or better.
4. Completion of 8 credit hours of open electives.

**No minor in General Studies is offered.**

### **Associate Degree**

The candidate for the Associate Degree in General Studies must complete the following requirements:

1. Completion of 64 hours with a

minimum grade point average of 2.0.

2. Completion of the final 18 hours at Avila College.

3. Successful completion of the English Proficiency examination.

4. Students majoring in General Studies must take at least 50% of their courses at Avila on the weekends.

5. In addition to the general education requirements, the following requirements in the major must be completed:

15 credit hours from the Social and Behavioral Sciences or the Natural Sciences/Mathematics.

### **LA 199. Seminar in Liberal Arts. (3)**

An integrative seminar for General Studies majors designed to help the student integrate the perspectives gained in previous courses in the humanities, the social/behavioral sciences, and the natural sciences/mathematics. The seminar is also designed to promote competence in lifelong, self-directed learning. General Studies majors only. Senior status required.

## **GEOGRAPHY (GG)**

No major or minor is offered.

### **GG 11. World Geography. (3)**

An introductory survey of the major geographical regions of the world. Emphasis on the interaction between humans and their environment. No prerequisite. I or II.

## **GERMAN (GE)**

No major or minor is offered

### **GE 11. German I. (3)**

The learning of structure, vocabulary, and pronunciation, with much practice

in the four skills of listening, speaking, writing, and reading. Ability to communicate on an elementary level.

### **GE 12. German II. (3)**

Continued practice and mastery of basic German. Prerequisite: GE I.

## **GERONTOLOGICAL STUDIES (GS)**

Gerontological Studies is a multi-disciplinary program offering to a student a variety of programming and credit options. Programming consists of courses and workshops. Courses carry academic credit. Both courses and workshops may be taken C.E.U.'s. Courses taken for credit have work requirements beyond attendance.

There is no major offered in Gerontological Studies. In cooperation with several academic departments, Avila College offers a minor in Aging. The minor can be earned in conjunction with a degree (e.g. Sociology, Social Work, Public Administration, Nursing.) In addition, a continuing education certification of participation can be awarded. To receive this certificate, a student must accumulate 270 clock hours in Gerontological Studies. The certificate can be pursued by non-degree seeking students. A student may also major in Sociology with an emphasis in Gerontology.

The thrust of this program is multi-directional. Through the variety of coursework, the student will be presented with information regarding various aspects of aging and the aged as well as the opportunity for skill development in specific areas. (e.g. Counseling Older Adults and Families).

This program is aimed at two primary audiences. First, individuals who are currently employed in gerontology settings. Due to increased interest and demand, many individuals have been put into positions working with the elderly with minimal prior training. This program will afford them the opportunity to gain and sharpen skills. Secondly, the minor is aimed at students enrolled at the college who might have an interest in working with the elderly through their particular major profession after graduation.

### **Minor: SO 201. (Introduction to Gerontology);**

BI 201. (Biological Processes and Aging); plus 13 hours of other GS courses with one course in each area required.

**Certificate:** A certificate will be awarded to a student who successfully completes 270 clock hours of C.E.U. credit at Avila College in gerontological studies with at least one course in each of four content areas.

### **Area I: Biological and Medical Aspects of Aging.**

- GS 201. Biological Processes and Aging. (2)
- GS 201. Social Factors in Diseases of Aged. (1)
- GS 201. Health Care Services for the Aged. (1)
- GS 201. Drugs and Drug Use Among Elderly. (1)
- GS 201. Nutrition and Aging. (1)

### **Area II: Social/Psychological/Philosophical Aspects of Aging.**

- GS 201. Introduction to Gerontology.(3)
- GS 201. Psychological Issues in Aging. (3)
- GS 201. Death and Dying. (1)

**GS 201. Topics in Sociology of Aging.** (1-11)

**GS 129. Older Women: Problems and Potentials.** (1)

### **Area III:**

#### **Public Policy Issues.**

**GS 201. Financing Long Term Care for Elderly.** (1)

**GS 201. Financial Status of Aged.** (1)

**GS 201. Federal/State Programs for Aged.** (1)

**GS 201. Crime and Aging.** (1)

### **Area IV:**

#### **Direct Services to Aged and Service Delivery.**

**GS 201. Working with the Elderly.** (1-10)

**GS 201. Therapeutic Activities for Older Adults.** (1-3)

**GS 191. Nursing Home Administration.** (3)

**GS 201. The Hospice.** (1)

**GS 201. Retirement Planning** (1)

All credit courses can be taken for C.E.U.

C.E.U. courses cannot be taken for academic credit.

#### **GS/SO/WS 129. Older Women; Problems and Potentials.** (1)

Examines the effects of aging, biological and psychosocial, on women. Special emphasis on social status of aged women, economic security; employment, retirement, income maintenance. No prerequisite.

#### **GS/PA 191. Nursing Home Administration.** (3)

The primary objective of this course is to acquaint the participant with problems unique to the management of extended care facilities. Emphasis will be on practical design and development problems relating to the social, economic and legal dimensions of nursing home administration. No prerequisite.

#### **GS/BI 201. Biological Processes and Aging.** (2)

The purpose of this course is to provide knowledge on the basic biological aspects of aging. Topics will include: developmental processes of aging; effects of aging on cardiovascular system; the brains of older people; age-related structural alterations in balance and hearing; effects on taste and smell; diseases and carcinogenesis among the aging. No prerequisite.

#### **GS/PA 201. Federal/State Programs for the Aged.** (1)

An examination of federal and local social and financial programs available to the elderly. Topics include national health insurance, legal services, home health care, strategies for effecting legislative priorities. No prerequisite.

#### **GS/PA 201. The Financial Status of the Aged.** (1)

This course is a general overview of the financial status of older Americans. Of particular interest will be a comparison of the lifestyles of those older people with moderate high incomes with those who live below the poverty level. No prerequisite.

#### **GS/PA 201. Financing Long-Term Care for Elderly.** (1)

Discussion of the various sources of funding for health care concerns of the elderly. Focus is on the public reimbursement schemes, for example, Medicare and Medicaid. Issues analyzed include: patients mixes in short and long term care facilities, shifting of costs from "public monies" patients to private-for-pay patients; federal and state regulations' impact on financial relationships; and the role that multi-institutional management corporations play in health care financial management. Public, not-for-profit, and for-

profit facilities discussed.  
No prerequisite.

**GS/PL 201. Death and Dying. (1)**

This course will 1) examine various philosophical concepts of death held in the past and 2) try to determine contemporary values and attitudes regarding death and dying. No prerequisite.

**GS/SO 201. Crime and Aging. (1)**

The relationship between age and vulnerability to crime, age and fear of crime, and age and criminal behavior. No prerequisite.

**GS 201. Introduction to Gerontology. (3)**

Study of the sociological and psychological aspects of growing older to gain a better understanding of what aging is all about. Detailed look at social psychological problems associated with older people in American society. No prerequisite.

**GS/SO/AN 201. Aging in Other Societies. (1-2)**

A systematic examination of the variations in aging experienced throughout the world. Some topics which are examined include: the status of the aged, the aged and family life in various cultures, and the aged and work in different societies. No prerequisite.

**GS/SO 201. Aging and Retirement. (1)**

The course focuses on a major transition in later life, retirement. Among the topics covered are the history of retirement, the consequences of retirement for the individual, early retirement, mandatory retirement and the role of the retired person in American society. No prerequisite.

**AGING AND HEALTH. (1-4)****GS/SO 201. Mental Health and Aging. (1)**

Various topics in mental health will be considered. These include effects of retirement, loss of status and social supports, and widowhood. The development of alternative coping strategies conducive to mental health will be considered. No prerequisite.

**GS/SO 202. Social Factors in Diseases of the Aged. (1)**

An examination of the relationship between social behavior and various diseases common among older people. Of particular interest will be topics such as stress, arthritis, diabetes, heart disease and cancer. No prerequisite.

**GS/SO 206. Issues in Health Care of the Aged. (1)**

This course will review the sociological/demographic literature concerning the experiences of the older person in times of illness. Topics include illness behavior, patient-practitioner relations and various health care problems of the elderly. No prerequisites.

**GS/SO 201. Drugs and Drug Usage Among the Elderly. (1)**

This course examines the use and misuse of drugs in the elderly population with attention to age-related problems and their solution. The problems include drug-induced adverse reactions, non-compliance with a drug regimen, misinformation about drug therapy and abuse of prescription and nonprescription drugs. No prerequisites.



**GS 201. Nutrition and the Aged. (1)**

This course examines the nutritional status of older adults. Special attention will be placed on age-related nutrition problems, their causes and their solutions. Some of the nutrition-related problems include financial constraints, loss of teeth and loss of smell and taste. No prerequisites.

**AGING AND THE FAMILY. (1-3)****GS/SO 201. Relations with Relatives. (1)**

This course will focus on a variety of relationships an older person can experience with relatives. Included in the course will be an examination of the relationship between parents and their older children, the experiences of being a grandparent, and other relationships with relatives. No prerequisite.

**GS/SO 201. Being Married and Unmarried in Later Life. (1)**

An examination of various family and living arrangements experienced by the elderly, including marriage, divorce, widowhood and singlehood. Of special interest will be an examination of the consequences of each type of family life for the individual. No prerequisite.

**GS/SO 201. Sexuality in Later Life. (1)**

This course examines the role of sexuality in the lives of older people. Topics that will be discussed include the myths about sexuality in the later years, the actual sexual behavior of older people, and sexual problems encountered by the older person. No prerequisite.

**THERAPEUTIC ACTIVITIES FOR THE AGED. (1-3)****GS/AR 201. Therapeutic Uses of Art. (1)**

This course examines the role of art in activity and treatment programs for the aged. Of particular emphasis will be various techniques to design effective programs for older people. No prerequisite.

**GS/DA 201. Therapeutic Uses of Dance. (1)**

This course examines the role of dance in activity and treatment programs for the aged. Of particular emphasis will be various techniques to design effective programs for older people. No prerequisite.

**GS/TR 201. Therapeutic Uses of Drama. (1)**

This course examines the role of drama in the activity and treatment programs for the aged. Of particular emphasis will be various techniques to design effective programs for older people that incorporate drama therapy. No prerequisite.

**WORKING WITH THE AGED. (1-10)****GS/SW 201. Communication with the Aged. (1)**

An examination of the communication needs of the aged and various techniques for improving client-worker communications. No prerequisite.

**GS/SW 201. Group Processes and Techniques. (1)**

An examination of group work processes with the aged in various settings and with various types of groups

(recreational, social and psychotherapeutic), including leadership skills and techniques. No prerequisite.

#### **GS/SW 201. Counseling Older Adults and Families. (1)**

A review of the basic intervention principles, skills, and techniques for improving the social functioning of the older adult. Emphasis will be placed upon the importance of including the family system in the provision of such services. Topics will include age-ism, sexual functioning, and the social and emotional effects of the aging process. No prerequisite.

#### **GS/SW 201. Working with the Dying Client and Family. (1)**

An examination of professional self-awareness and intervention skills and techniques unique to the provision of services to the dying client. Emphasis is placed on total communication within the family system. Topics include: death and the life-span, stages of reaction to death, the hospice, and supportive therapy. No prerequisite.

#### **GS/SW 201. The Hospice. (1)**

An examination of the Hospice concept including the prerequisite self-awareness skills and techniques necessary for providing services to the dying aged. Emphasis will be placed upon the history and service delivery system of Hospice Care of Mid-America. No prerequisite.

#### **GS/SW 201. You and Your Aging Parent I. (1)**

An examination of the special interpersonal relationships existing between the adult child and his/her parents with special emphasis upon intergenerational conflicts and their implications for family life. No prerequisite.

#### **GS/SW 201. You and Your Aging Parent II. (1)**

An examination of the dilemma of nursing home care vs. home living (when possible) for the aging parent. The process of nursing home selection will be included, as well as alternative care options. No prerequisite.

#### **GS/SW 201. Abuse and Neglect of the Aged. (1)**

An examination of the nature and extent of aged abuse and neglect, provision of services to and techniques for working with the abused and their families, and the legal safeguards for the aged. No prerequisite.

#### **GS/SW Advocacy for the Aged. (1)**

An examination of the needs for advocacy for the aged; targets of advocacy; the process of advocacy; and a review of successful advocacy on the local, state, and national levels. No prerequisite.

#### **GS/SW Preparing the Aged for Retirement. (1)**

An examination of the value of planned retirement; the central themes to be included in retirement planning; the techniques/programs for carrying out planning of retirement with the aged. No prerequisite.

## **HEALTH (HE)**

No Major or Minor offered.

#### **HE 92. First Aid and CPR I and II. (2)**

#### **HE 111. Normal Nutrition. (2)**

Basic principles of normal nutrition and the application of these principles to nutritional requirements of the infant, pre-school child, adolescent, and adult.

## HISTORY (HI)

A major or minor in history provides an excellent preparation for a variety of career opportunities such as teaching, law, library science, government service and positions in business requiring a generalist's background.

The candidate for the Bachelor of Arts degree in History must complete all the general degree requirements as stated on page 35.

In addition to the general education requirements, the following courses in the Major must be completed.

### Major:

HI 11, 12 or their equivalent and HI 199; 6 hours of upper-division American history; 6 hours of upper-division European or world history; 12 hours of History electives of which 6 hours must be in upper-division courses.

Upper-division courses must include at least 9 hours in European/American history since 1815 and should be chosen with the approval of the major advisor. Intensive weekend courses may not be counted toward upper-division major requirements.

A grade of "C" or above is required for all courses in major.

Students majoring in history are required to take the Graduate Record Examination in History and may also be required to pass a departmental comprehensive examination.

### Minor:

18 semester hours of which 6 must be in upper-division American history and 6 in upper-division European or world history.

It is possible to earn up to 30 semester hours of credit through testing and experimental credit. No credit earned in this manner may be used to satisfy the 30 hour residency rule at Avila College.

## HISTORY COURSES (HI)

### HI 11. Western Civilization I. (3)

This course traces the development of European civilization by focusing on four main areas of study—the Greek world, the Roman Empire, medieval society and the Renaissance. No prerequisite. I.

### HI 12. Western Civilization II. (3)

This course traces the main developments in European history from 1600 to the present. It explores the impact of science and industrialism on modern society and highlights important topics such as the French Revolution, Russian Communism and Hitler's Germany. No prerequisite. II.

### HI 15. Contemporary World Politics (3)

See PS 15.

### HI 17. American History I. (3)

A survey course tracing the development of America from the colonial period to 1865. Special emphasis is given the disruptive social, political and economic factors that precipitated the Civil War. No prerequisite. I.

### HI 18. American History II. (3)

This course presents a topical approach to the effects of change on Americans from the Civil War to the present. Topics to be emphasized include minorities, domestic reform movements and spiraling international involvement including World War II, Korea and Vietnam. No prerequisite. II.

**HI 111. Topics in Recent History. (1-3)**

Detailed study of a period (such as the Cold War), a significant personality (such as Hitler or Lenin), or a theme (such as revolution or imperialism) in recent world history. No prerequisite. I or II.

**HI 120. American Studies. (3)**

An exploration of the American identity as reflected in and created by the arts, film, music, politics and lifestyle. Literature, art, history and films, as well as literary and social criticism, are examined and debated in the context of a variety of methodologies. No prerequisite.

**HI 121. Revolutionary America. (3)**

This course covers American history in the eighteenth century. It explores revolutionary political, economic and constitutional events with emphasis on important ideas, significant leaders and the influence of the European background. No prerequisite. Alternate years.

**HI 122. American Social History 1800-1860. (3)**

This course deals with the great transformation in commerce, manufacturing and urbanization which changed a rural nation of self-sufficient farmers into two nations—an agrarian industrial North and a slave-holding South. The impact of these changes on how people worked, lived, and ran their families, as well as on culture, thought and action is examined. No prerequisite. Alternative years.

**HI 123. The Civil War. (3)**

Civil War, Reconstruction, industrial and urban expansion and their impact on American life. No prerequisites. Alternate years.

**HI 124. American from Reconstruction to the Progressive Era. (3)**

This course will study the robber barons, populists, imperialists, immigrants and reformers of America from 1870 to 1914. As industrialization, farm crises, the closing of the frontier, and new ventures abroad shaped American life, some nostalgically looked to the past while others fought for reform. Coming to terms with the modern age is the subject of this course. No prerequisite. Alternate years.

**HI 125. America from World War I to World War II. (3)**

From World War I to 1945 the U.S. grew to be the most powerful, richest nation on earth. How that happened, what the role of war and politics was in the process, and how people's lives changed in it is the subject of this course. No prerequisite. Alternate years.

**HI 126. America Since 1945. (3)**

This course deals with important developments in the history of the United States during the period since World War II. Areas of emphasis include the Cold War, Vietnam, the "Great Society", Watergate and its aftermath, and the Reagan Presidency. No prerequisite. Alternate Years.

**HI 129. Topics in Women's History. (1-3)**  
See WS/HI 129.**HI 131. American Political History. (3)**

A survey of American political development during the last 150 years from the rise of Jacksonian Democracy to the present administration. The course examines the role of the two-party system and the influence of third parties as reform agents. No prerequisites.

**HI 132. History of U.S. Foreign Policy 1789 - present. (3)**

This course will examine the history of U.S. Foreign Policy to determine how the U.S. conceived of its national interest and pursued it in relations with other peoples and nations, and whether its actions always accorded with its professed ideals of freedom and independence. Topics will include the influence of domestic needs on foreign policy, the isolationist/internationalist argument, and the connection between 19th century manifest destiny and 20th century imperialist tendencies. No prerequisite. Alternate years.

**HI 135. Kansas City Old and New. (1-3)**

The development of Kansas City through the frontier experience, the urbanization process and the establishment of a modern metropolis. The contributions of significant people are discussed and historic events are set against the national picture. The cultural heritage of the area is included and ethnic contributions are reviewed. No prerequisite. I or II.

**HI 136. History of Missouri. (1-3)**

Beginning with the earliest settlements in Missouri under the French, Spanish, and American flags, this course traces the process of statehood, the role of Missouri as a gateway to the west and as a border state during the Civil War, the experience of urban and industrial growth, and finally, social, political and cultural developments in the 20th Century. No prerequisite. Alternate years.

**HI 151. The Renaissance. (3)**

A study of the transition from medieval to modern civilization, with emphasis on commercial and political development, achievements in the arts, secularism and causes of religious

disunity and the Protestant Reformation. No prerequisite. Alternate years.

**HI 152. Europe in Revolution. (3)**

Revolutionary developments in European society from 1600 to 1815. Topics include the origins of modern science, the impact of early industrial change, political revolutions in England and France, and the era of Napoleon. No prerequisite. Alternate years.

**HI 154. Europe in the Nineteenth Century. (3)**

The accelerating forces of change in Europe after 1815. Topics include the social and political effects of industrial growth, the rise of various ideologies such as liberalism, socialism and nationalism, and the economic and political factors leading to World War I. No prerequisite. Alternate years.

**HI 155. Europe in the Twentieth Century. (3)**

The origins and effects of the first World War, World War II, and the decline of European power. Topics include Fascism and Nazism, the Bolshevik revolution and the Soviet system, the Cold War and the challenge of the Third World. No prerequisite. I or II.

**HI 156. Hitler and Nazi Germany. (3)**

The history of Germany from the end of World War I until 1945. Emphasis on the reasons for Nazism, Hitler's goals and policies as Fuehrer, foreign policy and the holocaust. No prerequisite. Alternate years.

**HI 158. History of European Thought. (3)**

Study of the ideas that have helped to shape European history since the Renaissance. Readings from leading European thinkers including Machiavelli, Locke, Voltaire, Rousseau,



Marx, Sartre, and others.  
No prerequisite.

**HI 159. History and the Arts. (1-3)**

Study of selected periods in European history to examine the impact of political and social change as reflected in thought, literature and the arts. No prerequisite. Alternate years.

**HI 161. Modern Russia. (3)**

Russia in the nineteenth and twentieth centuries. The growth of revolutionary thought and action, the Revolutions of 1905 and 1917, and the establishment and development of the Soviet regime. No prerequisite. Alternate years.

**HI 162. Modern China and Japan. (3)**

Survey of traditional China and Japan; forces for modernization in the nineteenth century; political, economic and cultural aspects of the twentieth century. No prerequisite. Alternate years.

**HI 163. Modern India. (3)**

A survey of modern developments in India with emphasis on the cultural background, political and social developments, and the impact of the West. No prerequisite.

**HI 190. History Study Tour. (3)**

Study of a specific world region using historical materials, oral history, description, and survey of historical monuments and archeology where appropriate. Guided tours of historical sites in the area are included.  
No prerequisite.

**HI 197. Independent Study in History. (2-3)**

Directed study of a particular period or topic. Restricted to majors in history.

**HI 199. Senior Seminar. (2)**

Directed readings, research and writing. Restricted to majors in history. I or II.

**Teaching of History in the Secondary School. (2)**  
See ED 195.

**ITALIAN (IT)**

No major or minor is offered.

**IT 11. Italian I. (3)**

An introduction to the Italian language: importance of vowels, syllabication; parts of speech, phrases, sentences; reading of selected paragraphs; appreciation of the culture. Teaching and learning process involves the interplay of English and Italian in today's living. Excellent for voice students and travelers.

**IT 12. Italian II. (3)**

A continuation of Italian 11: building on the foundation of grammar skills, readings, culture and history. The involvement of international concepts in today's living; the awareness of our global age. Prerequisite: IT I.

**LATIN (LT)**

No major or minor is offered.

**LT 11, 12. Basic Latin. (3)**

Study of Latin to increase understanding of the Latin language. Course includes study of the history and culture of Rome and the Romans.

**MATHEMATICS (MA)**

The candidate for the Bachelor of Science degree in Mathematics must complete all the general degree requirements as stated on page 35.

Completion of all Natural Science, Computer Science, and Mathematics with a grade of "C" or better.

The following courses in the Mathematics major must be completed.

**Major Requirements:**

MA 31, 181. Twenty-seven (27) hours in upper-division mathematics including MA 112, 113, 126, 127, 136, and 199, with additional required hours to be chosen with the approval of the major advisor. CS 112 (FORTRAN Programming), and eight (8) supplementary hours in physics and/or a minor in a related field are required. As a partial fulfillment of the academic requirements for a degree in mathematics, each student takes a comprehensive and the Graduate Record Examination in mathematics.

**Mathematics Minor:**

MA 31, 112, 113, 126 and 127.

**Math Placement**

In order to ensure that students are registered for the most appropriate class, all students planning to register for MA 11, 12, 16, 17 or 50 should take a mathematics placement examination.

**Mathematics Education**

Mathematics majors interested in teaching on the secondary level may qualify by fulfilling, in addition to the requirements for a mathematics major, the requirements for secondary certification. Some of the certification requirements may be met through Avila's core requirements.

**Mathematics/Computer Science Major**

See Computer Science Section.

**MATHEMATICS COURSES (MA)****MA 11. Fundamental Concepts of****Mathematics. (3)**

Elementary set theory, numeration systems, sets of numbers and their

structures, introductory algebra, and modern logic with emphasis on valid statements and arguments. I, II.

**MA 12. Algebra Concepts. (3)**

Development of fundamentals of algebra including equations, inequalities, systems of linear equations, factoring of polynomials, exponents, radical expressions and quadratic equations. (This course **does not** satisfy the core requirement for mathematics but may be applied toward a degree.) I, II, S.

**MA 13. The Metric System. (1)**

An introduction to the International Metric System (SI) including the meaning of measure, the basic units of length, capacity, weight (mass) with multiples and submultiples; metric measures of area, volume, and temperature.

**MA 14. Excursions into****Mathematics. (3)**

Selected topics with emphasis on applications to modern problems: the metric system, consumer mathematics, mathematical systems, and an introduction to geometry, statistics, and computers. II.

**MA 16, 17. Integrated Algebra and Trigonometry. (3, 3)**

A treatment of college algebra and trigonometry with the concept of function as a central theme. (The study of trigonometry is not included in the first semester.) Prerequisite: MA 12 or equivalent. I, II.

**MA 20. Matrix Algebra. (1)**

A treatment of matrix computations involving the following basic concepts: addition and subtraction of matrices, multiplication of a matrix by a scalar, multiplication of matrices, the null matrix, the identity matrix, finding the

inverse of a matrix using row reduction techniques, solving linear systems and matrix operation involving the transpose.

**MA 30. Business Calculus. (3)**

An introductory calculus course concentrating on the concepts of limits, derivatives and integrals with an emphasis on business applications. MA 30 cannot be used as a substitute for MA 31 and is only for non-mathematics majors. Prerequisites: MA 16, BU 52 or equivalents.

**MA 31. Calculus and Analytic Geometry I. (5)**

Inequalities, introduction to analytic geometry for first and second degree equations; functions and their graphs, limits of functions, continuous functions; slope and rate of change, derivatives, differentiation of algebraic functions, applications of the derivative, and theory of indefinite and definite integral. Prerequisites: MA 16 and 17 or college preparatory mathematics including trigonometry. I.

**MA 35. Metrology. (1)**

Basic mathematics review; systems of measurement used in weighing and measuring drugs and solutions; calculation of dosages with powdered drugs, drugs measured in units, insulin, stock medications, pure drugs, rate of flow of intravenous fluids, pediatric dosage, conversion of Celsius and Fahrenheit temperatures. Open only to students majoring in nursing. II.

**MA 50. Elementary Probability and Statistics. (3)**

Introduction to basic principles of statistics; probability involving sampling, predictions and correlations; applications. For non-mathematics majors. I, II.

**MA 111. Methods in Mathematics for Elementary Teachers. (3)**

Basic concepts and number processes with emphasis on mathematical concepts and teaching methods appropriate to the needs of the elementary school child. Prerequisite: MA 11 or equivalent course. II.

**MA 112. Calculus and Analytic Geometry II. (5)**

Applications of integration; inverse functions; logarithmic, exponential, trigonometric, hyperbolic functions and methods of differentiation and integration of these functions; techniques of integration; the conics; polar coordinates; indeterminate forms, improper integrals.

Prerequisite: MA 31. II.

**MA 113. Calculus and Analytic Geometry III. (4)**

Infinite series, vectors in the plane; vectors in three-dimensional space; vector functions and vector differentiation; differential calculus of functions of two or more variables; multiple integration. Prerequisite: MA 112. I.

**MA 121, 122. Mathematical Statistics I, II (3, 3)**

A two semester course treating probability and statistical concepts, theory and applications. Topics covered include organization and analysis of data, random variables, distribution functions, sampling theory, the central limit theorem, theories of estimation and the testing of hypotheses, correlation and prediction, ANOVA, and decision theory. Prerequisites: MA 112 and one programming course.

**MA 126. Introduction to Modern Abstract Algebra. (3)**

Elementary theory of rings, integral domains, fields; Groups; Homomor-

phisms and Isomorphisms; Cosets and Lagrange's Theorem. Prerequisite: MA 112 or consent of instructor. Alternate years. I.

### **MA 127. Linear Algebra. (3)**

Vector spaces, systems of linear equations, matrices, and determinants. Prerequisite: MA 112 or consent of instructor. Alternate years. II.

### **MA 130. Geometry for Elementary Teachers. (3)**

Development of non-metric geometry of the plane and space; measurement of lengths and angles; simple closed curves and congruent and similar figures. These topics are treated with particular attention to the needs of elementary teachers. Prerequisite: MA 11 or equivalent course. I.

### **MA 131. Modern Geometry. (3-4)**

Sensed magnitudes, theorems of Menelaus and Ceva, cross ratio, harmonic division, modern elementary geometry of the circle, transformations, isometries, similarities, inversion and introductory topics in non-Euclidean and projective geometries. Prerequisite: MA 112 or consent of instructor. Alternate years.

### **MA 136. Differential Equations. (3)**

Solutions of equations of order one and degree one, orthogonal trajectories, hyperbolic functions, linear differential equations, non-homogeneous equations, inverse differential operators, Laplace transforms, inverse transforms, equations of order one and higher degree; applications. Prerequisite: MA 113. Alternate years. II.

### **MA 161. Introduction to Theory of Numbers. (3)**

Euclidean algorithm and its consequences, congruencies, continued fractions. Diophantine equations and

Gaussian integers. Prerequisite: MA 112 or consent of instructor. Alternate years. II.

### **MA 181. History of Mathematics. (2)**

Chronological presentation of mathematics from primitive times through the beginnings of calculus with related problem studies. Prerequisite: MA 112 or consent of instructor. Alternate years. II.

### **MA 199. Mathematics Seminar. (3)**

Selected topics. (Restricted to mathematics majors of senior standing.)

### **MA/ED 195. Teaching of Mathematics in the Secondary School (2)**

See ED 195 in the Education section.

## **MEDICAL TECHNOLOGY (MT)**

### **Bachelor of Science Degree in Medical Technology**

Avila College and St. Joseph Health Center cooperatively offer a four-year integrated program leading to the Bachelor of Science Degree in Medical Technology. Student's transcripts and records are reviewed by program officials following the Spring Semester of the sophomore year. Those who have successfully completed the academic and non-academic requirements are notified of approval of the major and admission to the third academic year and fourth clinical year of the program.

The candidate for the Bachelor of Science in Medical Technology degree must meet the following requirements:

### **A. Criteria for Approval of the Medical Technology Major**

1. Completion of pre-medical technology courses listed with courses of instruction. Earn a

grade of "C" or better in each required pre-medical technology course. Pre-medical technology courses may be repeated only one time. A minimum of at least a 2.5 G.P.A. in these courses is required.

2. Completion of at least 64 hours of college course work with a cumulative G.P.A. of 2.0 on a 4.0 scale.

3. The international student may be required to take the Michigan Test (administered at Avila). A student who scores below 90 may repeat the examination no more than twice before major approval is denied.

4. Demonstrate the ability to meet all technical standards of performance in educational and clinical activities within a clinical laboratory in such a way that will not endanger themselves or others.

a. Completed data sheet and health history for review by the Medical Director.

b. Completed pre-clinical laboratory evaluation forms for selected upper division CH or BI courses. Average score for each evaluation must be 75% or acceptable.

5. Approval of the major in writing from the Medical Technology Program Director before entering the junior year. Transfer students, who have completed the required prerequisites for entry into junior courses, will receive approval of the major after successful completion of one semester at Avila College including at least two

upper-division biology, medical technology or chemistry courses.

## **B. Criteria for Completion of the Bachelor of Science in Medical Technology Degree**

1. Completion of at least 128 semester hours of academic work with a minimum grade point average of 2.0.

2. Maintain a minimum grade of "C" or pass in all campus medical technology required courses. A course may be repeated once to improve the grade earned. Maintain a G.P.A. of at least 2.5 in all pre-clinical Natural Science, Mathematics, and Medical Technology courses.

3. Maintain a minimum grade of "C" or pass in each Medical Technology course during the senior clinical year. A single course may be repeated one time during the next clinical year providing space is available. Permission of the clinical instructor(s) and program officials is required prior to enrollment for the course to be repeated. A student who achieves less than a "C" in two courses during the clinical year may not progress and is dismissed from the major. Request for readmission to the next clinical year must be submitted in writing to the Program Director. Approval or disapproval of this request will be based upon space being available and the decision of a committee of clinical instructors and program officials. If the request is approved, the entire clinical year must be repeated. Deadline for consideration for readmission to fall semester is March 15.



4. The MT student will have a four year time frame in which to complete the program. The time frame begins with enrollment in any junior level MT campus course.
  5. Students who have been out of the medical technology major for more than a calendar year must meet the criteria for admission and graduation that are in effect at the time of readmission to the medical technology major. Deadline for consideration for readmission to the major and the next clinical year is March 15.
  6. Demonstrate the ability to meet all technical standards of performance in educational and clinical activities within the clinical laboratory in such a way that will not endanger themselves or others.
    - a. Completed data sheets, health history, physical examination, laboratory tests and immunizations required by the clinical affiliate before entering the senior clinical year.
    - b. Completed pre-clinical laboratory evaluation forms for selected upper division MT, CH and/or BI campus courses. An average of 75% must be achieved on each evaluation.
    - c. Maintain a 75% or acceptable rating on each clinical course bench performance/professional evaluation form.
  7. Complete all degree requirements, except the 33 hours of clinical courses prior to the beginning of the senior clinical year.
  8. Completion of the final 33 hours of the senior year while enrolled at Avila College.
  9. Achieve a satisfactory score on the Medical Technology Senior Comprehensive.
  10. Completion of the following requirements:
- Medical Technology**  
**Pre-Medical Technology Requirements**  
 Writing: EN 50, 60 or 61 (3 hours)  
 Speech: CO 111 or 112 (3 hours)  
 Mathematics: MA 16, 17 or 31 (3-5 hours) meets core MA 50 (3 hours) degree requirement  
 Literature: (3 hours)  
 Western Civilization: (3 hours)  
 Philosophy and Theology: (9 hours in two areas) PL 156 Ethics and PL 13 Logic recommended  
 Art or Music: (3 hours)  
 Foreign Language: (6 hours)  
 Natural Science: (7 hours) met by major requirements  
 Social Science: (9 hours in three areas)  
 Recommended: SO 112, Soc of Health & Illness  
 PS 12 Intro to Public Administration  
 AH 14 or BI 120, BI 121, 152; CH 31 or 32; CH 35 or 116 and 117; CH 121; CH 122; PH 23 or 32.
- Major Requirements:**  
 BI 122, BI 153, BI 154, BI 156; CH 141; MT/BI 127, MT/BI 128, MT/BI 139; MT 169; MT 170, A,B,C; MT 171; MT 172; MT 173; MT 174, MT 175, MT 176, MT 177, MT 178, MT 179, MT 180 A & B.
- Total Hours required for degree: 135
- No Minor is offered.**
- Students must provide their own transportation to the clinical facilities

when enrolled in senior Medical Technology courses (MT 169-180)

Students completing all BI and CH pre-medical technology and major requirements are automatically eligible for a Microbiology and Chemistry minor.

Students may elect to meet pre-medical technology and major requirements using a four-year curriculum with either a biology or chemistry emphasis.

### **Bachelor of Science Degree Medical Technology/Biology**

Double Major (5 year program)

A student may choose to major in Biology and Medical Technology in a five year program. The first four years will be spent on campus completing requirements for the Medical Technology and Biology majors. The fifth year, the student will enroll in the MT 169-180 clinical courses. Upon completion the student will receive the Bachelor of Science in Medical Technology and the Bachelor of Science degrees. The following requirements must be met:

#### **Core Requirements:**

Writing: EN 50, 60 or 61 (3 hours)

Speech: CO 111 or 112 (3 hours)

Mathematics: MA 31 and MA 50 (3 hours required for core)

Literature: (3 hours)

Western Civilization: (3 hours)

Philosophy and Theology: (9 hours in two areas)

Art or Music: (3 hours)

Foreign Language: (6 hours)

Natural Science: (7 hours) met by major requirements

Social Science: (9 hours in three areas)

#### **Major Requirements:**

PH 31 and 32

CH 31 (or 32), and 37

CH 116, 117, 121 and 122

MT 169 through 180

BI 12, 13, 111, 112, 115, 120, 121, 122, 127, 128, 139, 141, 150, 152, 153, 154, 156. BI 197 (1 hour) or BI 198 (1 hour), BI 199, and at least one (1) course in the BI 170 series.

### **Bachelor of Science Degree in Medical Technology/Chemistry**

Double Major (5 year program)

A student may choose to major in Chemistry and Medical Technology in a five-year program. The first four years will be spent on campus completing academic requirements for the Medical Technology and Chemistry majors. The fifth year the student will enroll in the MT 169-180 clinical courses. Upon completion the student will receive the Bachelor of Science in Medical Technology and Bachelor of Science degrees. The following requirements must be met:

#### **Core Requirements:**

Writing: EN 50, 60 or 61 (3 hours)

Speech: CO 111 or 112 (3 hours)

Mathematics: MA 31 (5 hours) meets core requirements

MA 50 (3 hours), MA 112, 113 degree requirements

Literature: (3 hours)

Western Civilization: (3 hours)

Philosophy and Theology: (9 hours in two area)

Art or Music: (3 hours)

Foreign Language: (6 hours)

Natural Science: (7 hours) met by Major Requirements

Social Science: (9 hours in three areas)

#### **Major Requirements:**

CS 12 or 16

PH 31 and 32

MT 139, MT 169 through 180  
BI 120, 121, 122, 127, 128, 152, 153, 154  
and 156  
CH 31 or 32, 37 and thirty-three (33)  
hours in upper division chemistry  
including: CH 116, 117, 121, 122, 131,  
132, 133, 134, 141, 198.

## **MEDICAL TECHNOLOGY COURSES (MT)**

### **MT 127. Hematology. (3)**

A study of the formation, morphology, function and abnormalities of the formed elements of the blood including consideration of the coagulation mechanism. 3 hours lecture per week. Prerequisites: BI 20 or 121, CH 35, or 116, concurrent with CH 141; MT 128 and BI 156. I.

### **MT 128. Hematology Laboratory. (1)**

The performance and theory of routine, manual hematology procedures. 4 hours laboratory per week. Prerequisites: Concurrent with MT/BI 127 or consent of instructor. I.

### **MT 139. Clinical Laboratory Science I.(2)**

The integration and application of biochemical, physiologic, and pathologic principles to the study of the chemical and molecular aspects of health science problems. Prerequisites: BI 121; CH 141 and BI 127 or concurrently; or consent of instructor.

### **MT 153. Pathogenic Microbiology. (4)**

See BI 153.

### **MT 154. Parasitology. (4)**

See BI 154.

### **MT 160. Independent Study. (1-2)**

An independent or directed study into an approved area of interest in clinical laboratory science. Credit will be granted upon satisfactory completion of requirements as determined by a student/instructor contract. Minimum

requirement is a research paper or proficiency examination in the topic studied. This course may be repeated for a total of 6 hours credit.

### **MT 169. Phlebotomy and Pathologic Anatomy. (1)**

Principles, theory and techniques used in the area of blood collection. Students have the option to observe pathologic anatomy dissection. Five hours lecture and 45 hours clinical experience arranged throughout the semester. Prerequisite: Consent of Medical Technology Program Director.

### **MT 170A. Advanced Hematology. (1)**

Students in this course will review basic hematology principles, perform manual hematology procedures and calculations, examine peripheral blood smears and correlate hematology laboratory results to cell morphology. Forty hours/week for two weeks. Prerequisite: Consent of instructor.

### **MT 170B. Clinical Laboratory Statistics and QC. (1)**

This course presents statistical tests as applied to the clinical laboratory and quality control. In addition, students will perform and interpret the basic QC and preventive maintenance requirements for the campus student laboratory. Forty hours per week for two weeks. Prerequisite: Consent of instructor.

### **MT 170C. Method Development and Evaluation. (3)**

Students will perform manual methods and modify the method to form a working procedure. Problem solving steps will be emphasized. Students will evaluate the accuracy and precision of the procedures performed. Forty hours per week for four weeks. Prerequisite: Consent of instructor.

**MT 171. Clinical Chemistry. (5)**

Principles, theories, and techniques used in the study of human biochemistry and performance of analyses of body fluids. Forty hours per week for eight weeks. Prerequisite: Consent of Medical Technology Program Director.

**MT 172. Clinical Microbiology. (5)**

Protocols for the isolation, cultivation, and identification of pathogenic microorganisms. Techniques of distinguishing the indigenous microflora from those responsible for a pathological condition, drug susceptibility testing, specimen collection, safety precautions, surveillance, and quality control. Forty hours per week for eight weeks. Prerequisite: Consent of Medical Technology Program Director.

**MT 173. Clinical Hematology. (3)**

Principles, theories and analytical techniques of the hemopoietic system. Forty hours per week for four weeks. Prerequisite: Consent of Medical Technology Program Director.

**MT 174. Diagnostic Immunology. (3)**

Principles and techniques of immunological analysis used in the diagnosis of disease. Fluorescent microscopy and immunoassay procedures are implemented. Forty hours per week for four weeks. Prerequisite: Consent of Medical Technology Program Director.

**MT 175. Immunohematology I. (3)**

Principles, theories, and techniques of blood transfusions. Forty hours per week for four weeks. Prerequisite: Consent of Medical Technology Program Director.

**MT 176. Hemostasis. (1)**

Principles, theories, and analytical techniques used in hemostasis and the coagulation phase of the hemopoietic

system. Forty hours per week for two weeks. Prerequisite: Consent of Medical Technology Program Director.

**MT 177. Urinalysis. (1)**

Principles, theories and techniques used in the analysis of the function of the kidney and its products. Forty hours per week for two weeks. Prerequisite: Consent of Medical Technology Program Director.

**MT 178. Immunohematology II. (1)**

Principles, theories and techniques of blood transfusions at Community Blood Center. Forty hours per week for two weeks. Prerequisite: Consent of Medical Technology Program Director.

**MT 179. Medical Technology Seminar I. (1)**

Final Senior Comprehensive Written Examination and a review comprehensive practicum over quality control and principles, theories, and techniques of the Chemistry and Microbiology Laboratories. Forty hours per week for two weeks. Prerequisite: Consent of Medical Technology Program Director.

**MT 180A, B. Medical Technology Seminar II. (2, 2)**

This course presents and correlates clinical theories, principles and analyses of case studies in a didactic setting including lecture/discussion sessions, city-wide seminars, and Pathology Conferences. Section A concentrates on the following areas: Analytical Procedures, Quality Control, Clinical Chemistry and Urinalysis or Immunology. Section B concentrates on the following areas: Immunology or Urinalysis, Hematology, Microbiology, Safety, Management, Education and special Chemistry topics. Prerequisite: Consent of Medical Technology Program Director.

### **MT 183. Speciality Practicum in Clinical Laboratory Science. (1-3)**

An individualized course to allow laboratory professionals, who are non-MT majors, to gain additional information and skills in selected areas of practice in clinical laboratory science. The student will arrange to work in a laboratory setting involved in the area of emphasis. Under supervision of an approved laboratory professional, the student will complete the approved number of clock hours and predetermined tasks required for the desired credit. This course may be repeated in different areas for a total of 9 hours credit. Prerequisite: Consent of Medical Technology Program Director and a Laboratory Supervisor.

### **MT 185. Advanced Practicum in Clinical Laboratory Science. (1-3)**

Experience in a laboratory setting to gain information and skills at the advanced level of Medical Technology. The student will arrange to work in a laboratory focusing on one of the following areas: Quality Control, Research and Development, Supervision and Management, or Education. Under supervision of an approved laboratory professional, the student will complete the approved number of clock hours and predetermined tasks required for the desired credit. This course may be repeated in different areas for a total of 6 hours credit. Prerequisite: Consent of Medical Technology Program Director and a Laboratory Supervisor.

### **MT 191. Special Topics in Clinical Laboratory Science. (1-3)**

A course designed to deal with a topic or area in clinical laboratory science which is not available in the regular course offerings. Topics and instructor to be listed in the semester bulletin. Prerequisite: Consent of instructor.

## **MUSIC (MU)**

Degrees Offered:

### **Bachelor of Arts (B.A.)**

Major: Music

### **Bachelor of Music (B.M.)**

Majors: Music Education, Applied Music (piano, voice or organ)

### **Bachelor of Fine Arts (B.F.A.)**

Major: Musical Theatre

An interdisciplinary program in dance, music, and theatre.

The candidate for the Bachelor of Arts degree in Music must complete all the general degree requirements as stated on page 35.

The following courses in the Major must be completed:

MU 12, 16, 17, 18, 116, 121, 122.

8 hours (each semester) in applied music.

8 hours in upper-division music electives.

### **Minor:**

MU 12, 16, 17, 18

8 hours (each semester) in applied music.

5 hours in upper-division music electives.

The candidate for the Bachelor of Music degree must complete all the general degree requirements as stated on pages

In addition to those requirements the following must be met:

- Music Education majors must complete 142 academic semester hours.



- Missouri Secondary Certification requires "an overall grade point average of at least 2.5 on a 4.0 scale."
- Completion of 65 hours in the major.
- Successful completion of two (2) recitals for performance majors; and comprehensive examination for music education majors.

The following courses in the Major must be completed:

#### **Music Education:**

MU 12 (each semester), 16, 17, 18, 111, 112, 113, 116, 121, 122, 186, 195, 196.

Piano: Six (6) hours

Voice: Twelve (12) hours

#### **Applied Music:**

VOICE MAJOR: MU 12 (each semester), 16, 17, 18, 90, 92, 94, 121, 122, 123, 124, 186, 188, 196, 197, 198;

Piano: Four (4) hours

Voice: Sixteen (16) hours

#### **Piano Major:**

MU 12 (each semester), 16, 17, 18, 65, 66, 67, 68, 86, 87, 121, 122, 123, 124, 146, 147, 148, 196, 197, 198.

Piano: Sixteen (16) hours

#### **Organ Major:**

MU 12 (each semester), 16, 17, 18, 65, 66, 67, 68, 86, 87, 121, 122, 123, 124, 146, 147, 178, 196, 197, 198;

Organ: Sixteen (16) hours

The candidate for the Bachelor of Fine Arts in Musical Theatre must complete all the general degree requirements as stated on pages

In addition to those requirements the following must be met:

- After the completion of fourteen (14) semester hours (6-theatre; 6-music; 2-dance), the candidate must submit to the Theatre Board a request in writing for B.F.A. candidacy.
- An Avila residency requirement of three (3) academic years is required. A student's previous work at an accredited college will be evaluated as a part of this residency requirement.
- P/F grades are not permissible in the B.F.A. major course requirements.
- Completion of at least 24 upper-division hours in the major at Avila. Minimum of six semesters at Avila for transfer students, eight semesters minimum for entering freshmen, or departmental approval.
- Completion of a total of 90 semester hours in the major.
- A maximum of 75 hours in any single subject is allowed.

The following courses in the major must be completed:

#### **Major:**

Dance - 19 hours

DA 16, 113 (2), 114, 120, 141, 161, 181 (2), 182, 185 (7);

Music - 34 hours

MU 12 (8), 16, 17, 61, 62, 81, 82, 83, 84, 120, 142, 159 (4), 181, 182, 183, and 184;

Theatre - 37 hours

TR 30, 42, 50, 70, 71, 72, 90, 130, 131, 132, 140, 141, 170, 171, 174, 192;

English - 3 hours

EN 155.

#### **Minor:**

None offered.

**MUSIC COURSES (MU)****MU 12. College Choir. (1)**

Preparation for and participation in public performances of sacred and secular choral music. May be repeated for additional credit.

**MU 14. Beginning Guitar. (1)**

Class in guitar technique for beginning students. Rhythm playing, single string technique, and introduction to easy classical literature.

**MU 15. Intermediate Guitar. (1)**

Continuation of Beginning Guitar. More advanced technique and study of more advanced classical literature.

**MU 16-18. Music Theory. (3, 3, 3)**

Correlation of written and keyboard harmony, sight singing, and ear training. Prerequisite: MU 19 or consent of instructor.

**MU 19. Music Fundamentals. (1)**

Study of the basic elements of music dealing with note-reading, rhythm, and theory. Recommended as preparation for MU 111 or any other music course for students with no music background.

**MU 25. New York Fine Arts Tour. (1)**

A one-week tour to attend performances of the Metropolitan Opera, Ballet, and Philharmonic Orchestra at Lincoln Center, Broadway plays and musicals, tours of famous Art Galleries, sight-seeing and shopping in New York City.

**INSTRUMENTAL MUSIC.****MU 26-29. Strings. (1-2) (each semester)****MU 30-33. Woodwinds. (1-2)**

(each semester)

**MU 34-37. Brass. (1-2) (each semester)****MU 39-41. Percussion. (1-2)**

(each semester)

**MU 51-54. Classical Guitar. (1-2) (each semester)**

Elements of classical guitar and study of literature for the classical guitar according to level of the student.

**MU 61-64. Piano. (1-2) (each semester)**

Bach, two and three-part inventions or the equivalent; Haydn and/or Mozart Sonatas; romantic and contemporary pieces.

**MU 65-68. Accompanying. (1) (each semester)**

Fundamentals of and practical experience in learning and performing accompaniments for singers and instrumentalists.

**MU 71-74. Organ. (1-2) (each semester)**

Pedal studies; Bach; choral preludes; contemporary liturgical pieces.

**MU 81-84. Voice. (1-2) (each semester)**

Technique of singing and its application to individual students. Repertoire from standard and contemporary works in English, Italian, German, and French.

**MU 86. Voice Class. (1)**

Primarily for those students who desire a knowledge of the technique of singing for voice improvement and/or teaching in the classroom.

**MU 87. Advanced Voice Class. (1)**

Prerequisite: MU 86 or consent of instructor.

**MU 90. Italian Diction (2)**

A study of the sounds and intonation of Italian. Particular attention given to problems pertinent to lyric diction.

**MU 92. German Diction (2)**

A study of the sounds and intonation of German. Particular attention given to problems pertinent to lyric diction.

**MU 94. French Diction (2)**

A study of the sounds and intonation of French. Particular attention given to problems pertinent to lyric diction.

**MU 111. Music For Elementary Schools. (2)**

Procedures and techniques for teaching music in the elementary classroom.

**MU 112. Instrumental Methods. (2)**

Basic knowledge of orchestral instruments: i.e., winds, strings, brass, percussion.

**MU 113. Counterpoint. (3)**

Analysis and writing for two, three, and four voices in the style of eighteenth century counterpoint. Prerequisites: MU 16, 17.

**MU 114. Instrumental Ensemble. (1)**

An instrumental group designed for the enjoyment of ensemble performance. High school band or orchestra experience recommended.

**MU 116. Analytical Techniques. (3)**

Structural materials used in composition; analysis of various choral, instrumental, and symphonic forms, beginning with the works of the most important sixteenth-century composers and continuing through the contemporary period.

**MU 117. Choral and Instrumental Arranging. (3)**

A study of vocal and instrumental ranges and capabilities for the purpose of arranging choral and instrumental music for the available resources of a particular music program. Prere-

quisites: Two (2) semesters of theory or consent of instructor.

**MU 120. Music Appreciation (3)**

A survey of materials, forms, styles, and contexts to develop broad understanding in listening to and enjoying Western classical music. No prerequisite.

**MU 121, 122. History and Literature of Music. (3,3)**

Survey of the great movements in the history of Western music through investigation of the significant forms of the various historical periods, the correlation of general historical events with corresponding periods of music, and an understanding of musical style with application toward performance. Prerequisite: Music Theory or consent of instructor.

**MU 123. History of 20th-Century Music.(2-3)**

A survey of the beginnings, history, and importance of 20th-century Western art music, including an overview of American jazz. The third hour of credit is granted upon completion of a satisfactory term paper, topic chosen by the student and approved by the instructor.

**MU 124. History of Classic-Romantic Music. (2)**

Detailed readings and studies of the major movements and developments in music between approximately 1725 and 1910. Prerequisite: MU 121-122 or consent of instructor.

**MU 125. History of Renaissance-Baroque Music. (2)**

Detailed readings and studies of the major movements and developments in music between approximately 1400 and 1750. Prerequisite: MU 121-122 or consent of instructor.

**MU 126. History of American Jazz. (3)**  
Survey of American jazz from its beginnings up to the present day. No prerequisite.

**MU 142. History of American Musical Theatre. (3)**

A study of the growth and development of the American musical theatre. No prerequisite.

**MU 146-147. Methods of Teaching Piano. (1) (each semester)**

Principles and techniques for teaching piano; study of materials used in teaching; experience in practical teaching.

**MU 148. Piano Literature. (2)**

Important works written for the piano from the eighteenth century to the present day.

**MU 159. Music Production Practicum. (1)**

For those students who wish to participate as performers and/or technicians in a music production. Requires departmental approval. May be repeated for additional credit.

**MU 161-164. Piano. (1-2) (each semester)**

Advanced technical studies; Bach, Well-Tempered Clavichord or equivalent from the romantic school; concertos and contemporary pieces and/or sonatas.

**MU 171-174. Organ. (1-2) (each semester)**

Works for standard literature and contemporary liturgical music. Experience in playing for liturgical services.

**MU 177. Church Music Workshop. (1)**

A practicum in:

- A. Church Music Repertoire.
- B. History of Liturgy in Music.
- C. Music in Contemporary Liturgy.

**MU 178. Organ Literature. (2)**

A study of the organ and its literature; a comparative study of different types of organs and how to use them most effectively for accompanying and for the performance of standard organ literature.

**MU 181-184. Voice. (1-2) (each semester)**

Effective performance of songs and arias in English, Italian, German, and French. Emphasis on appropriate stage deportment.

**MU 186. Voice Pedagogy. (2)**

Principles and techniques for teaching singing, through readings, class discussion, and practical experience.

**MU 188. Voice Literature. (2)**

Survey of song literature in English, Italian, German, and French, with particular emphasis on specific performance and stylistic characteristics.

**MU 195. Music for Secondary Schools. (2)**

Correlation of conducting techniques, program buildings, with classroom management and curriculum planning in the secondary music classroom.

**MU 196. Choral Conduction. (2)**

The fundamentals of conducting for voices and for instruments, with and without a baton. The introduction of rehearsal procedures and techniques, with studies in appropriate performance materials, style, and interpretation.

**MU 197. Junior Recital. (2)**

Public performance (½ hour minimum) for applied music major in junior year and recommended for music minor in senior year.

**MU 198. Senior Recital. (2)**

Public performance (¾ hour minimum) for applied music major in senior year and optional for musical theatre major in senior year.

**MU 199. Special Topics. (1-3)**

Selected topics to be determined at the discretion of the department.

**NATURAL SCIENCE (NS)**

The candidate for the Bachelor of Arts degree in Natural Science must complete all the general degree requirements as stated on page 35.

The following courses in the Natural Science major must be completed.

BI 12, 13;  
CH 31 or 32, 35 or 37  
MA 16, 17  
PH 23 and

Thirty (30) semester hours of upper-division biology or chemistry courses including 1 hour of seminar (BI 196 or 197 or CH 192 - 197)

**Major with Clinical Laboratory Science Emphasis:**

MA 16 or 17 or 31  
Statistics Elective  
Computer Science Elective  
PH 23 or 31 & 32

16 semester hours in biology with at least 12 upper-division hours including BI 152 or 153 and BI 156. 16 semester hours in chemistry with at least 12 upper-division hours including CH 116 or 141.

16 semester hours in medical technology or approved related courses (no more than 6 hours of practicum courses may be included.)

6 semester hours of BU or PA electives.

**Minor:**

Two of the following three course options:

CH 31 or CH 32

BI 12

PH 31 or PH 23 and

16 credits of additional biology, chemistry, and/or physics courses. 12 credits of which must be upper-division courses taken from at least two of the natural science areas.

**NATURAL SCIENCES COURSES (NS)****NS 11. Introduction to Science (3-4)**

Introduces the non-science major to the nature and development of science as a body of knowledge and as a method of inquiry. I, II.

**NURSING (NU)****Admission Requirements to the Department of Nursing**

- Upon attainment of the sophomore status or the academic year prior to entering the nursing major, written application by the student to the Department of Nursing is to be submitted no later than two weeks after the beginning of spring semester.
- Completion of prerequisite courses (see courses listed below). Prerequisite courses for which students wish to receive advanced standing credit must be approved by the Department of Nursing.



- Achieve cumulative G.P.A. of 2.5.
- Obtain a "C" or above in required Natural Sciences and Mathematics courses. These courses may be repeated only once.
- Personal interview by Department of Nursing faculty during the sophomore year or the year prior to entering the nursing major.
- Upon acceptance into the Nursing Major:

Junior students must have a physical examination and submit a complete health history.

Senior students must provide a health history and a TBC skin test only.

- Both junior and senior students must carry their own health insurance coverage while in the nursing major. A health insurance form must reflect company and coverage and be on file in the nursing office.
- Written notification of acceptance of admission to the nursing major from the Department of Nursing.

Exception to these policies will be considered by the Admission, Standards and Graduation Committee only by written petition with rationale submitted by the student. The committee will have the right to accept or reject this petition. (12-1-86)

### Admission of Registered Nurses

Avila's tract for registered nurses is theoretically and clinically strong, flexible, and tailored to meet the RN's uni-

que learning needs:

Credit by Examination  
Independent Learning Experiences  
Flexible Scheduling  
Variety of Clinical Placements  
Principles of Adult Learning

Critical thinking, problem solving, creativity, and self-direction are emphasized. RN's explore new areas of interest. Adjunct faculty assist and support the student with an indepth clinical experience. The goal of the faculty is to provide quality education within a flexible schedule.

Registered nurses who are graduates of diploma or associate degree programs are eligible for admission. Advanced placement credit for some courses in the liberal arts and sciences and in the nursing courses may be granted after satisfactory performance on proficiency examinations. The R.N. applicant must meet the same admission and graduation requirements as those required for all students. Applicants are asked to submit (a) official transcripts from all nursing programs, (b) State Board of Nursing scores, and (c) copy of R.N. license.

Advanced standing credit nursing course examinations for the R.N. must be reflected on transcript and fees paid prior to NU 163: Facilitating Adaptation Throughout the Life Cycle.

### Re-Admission to Nursing Program:

Students requesting re-admission to the nursing major may obtain an application form from the Department of Nursing office. These forms must be submitted to either the chairperson of the Evaluation and Progression Committee or the Chairperson of the Department of Nursing by: March 15 for consideration the following fall

semester or September 30 for those wishing to enter the following Spring.

### **Pre-Nursing Requirements:**

#### **HUMANITIES**

Writing (3) (EN 50 or above)

Speech CO 111 or CO 112 (3)

#### **SOCIAL & BEHAVIORAL SCIENCES**

Sociology SO 11 (3)

Psychology PY 11, 121, 162 (9)

#### **NATURAL SCIENCES & MATH**

Chemistry CH 31, 35 (8)

Biology BI 120, 121, 122, 152 (4)  
each course (16)

Math MA 35, 50 (4)

Normal Nutrition HE 111 (2)

Nursing 100 (3)

### **Criteria for Completion of the Bachelor or Science in Nursing Degree**

1. Completion of at least 129 semester hours of academic work with a minimum cumulative grade point average of 2.0.
2. No less than 52 semester hours nor more than 60 hours in the nursing major may be counted toward the 129 hour requirement.
3. The RNB student will have a five year time frame in which to complete the program. The time frame begins with the enrollment in NU 100, Adaptation: A Conceptual Approach to Nursing. NU 100 is taken the spring semester preceding the fall in which the student enrolls in NU 163.
4. Leave of Absence: A student who is satisfactorily meeting all the

theory and clinical objectives of the current nursing course (i.e., maintaining a grade of C- or above) may be granted a one calendar year leave of absence to withdraw for personal problems or health reasons.

5. Achieve a minimum grade of "C" or "Pass" in theory and in clinical experience in each nursing course. Students who do not achieve a "C" or "Pass" may not progress and are dismissed from the nursing major.
6. Students who did not meet course objectives (i.e., not maintaining or obtain a final grade of C- or above) in the nursing major may be considered for readmission to the Department of Nursing a maximum of one time. Any subsequent failures to achieve a C- or withdraw from a nursing course while not maintaining a C will result in dismissal from the Department of Nursing without consideration for readmission.

A student who is dismissed or withdraws from the nursing department\* (for any reason other than an LOA or Dismissal for breach of Code of Student Conduct) may be considered for readmission one time only.\*\*

- \* Students leaving the department on LOA are eligible to return within one calendar year (refer to Policy Regarding LOA). Students who are dismissed as a result of breach of Student Code of Conduct are not eligible for readmission to the Department of Nursing.
- \*\* Students may submit rationale to the Department of Nursing Evalua-

tion and Progression Committee for special exception to the policy. The committee will have the right to accept or reject this petition.

7. Requests for consideration for readmission to the nursing major will be considered at the regularly scheduled Evaluation and Progression Committee meetings. Deadline for consideration for readmission to fall semester is March 15; for spring, September 30.

8. Students who are readmitted within a calendar year following withdrawal will be readmitted under the pre-nursing criteria which were in effect at the time of the student's original admission to the nursing major. Students who have been out of the nursing major for more than a calendar year must meet the criteria for admission and graduation that are in effect at the time of readmission to the nursing major.

9. Completion of the last thirty hours at the college.

10. Take the Senior Comprehensive tests in each of the required areas (end of the first semester, senior year.) Unsuccessful students must repeat the failed test(s).

11. Upon completion of graduation requirements, the graduate may apply to take the State Board of Nursing licensure examination. Refer to Section 335.066 of the State of Missouri Nursing Practice Act.

12. Completion of the following courses in addition to the Pre-Nursing courses listed previously:

## HUMANITIES

Philosophy and Theology (9) two areas (must include PL 156)

Art or Music (3)

Foreign Language (6)

## SOCIAL & BEHAVIORAL SCIENCES

Western Civilization (3)

Economics or Political Science (3)

Fifty-two hours in the following:

NU 154 (6); NU 155 (6);

NU 156 (2); NU 164 (6);

NU 165 (6); NU 174 (6);

NU 175 (6); NU 184 (6);

NU 185 (6); NU 186 (2).

## No Minor is Offered.

Students may submit rationale to Department of Nursing, Evaluation and Progression Committee for special exception to these policies. The committee will have the right to accept or reject this petition.

## NURSING COURSES (NU)

Students must provide their own transportation to the health agencies when enrolled in nursing courses.

NU 154 and NU 155 must be completed in sequence by basic students.

NU 163 is the course required for the RN student.

## NU 100. Adaptation: A Conceptual Approach to Nursing. (3)

A nonclinical course which reviews the culture of nursing.

The focus is upon:

1. The development of the culture of nursing and the role of the professional nurse.

2. The conceptual framework of the nursing major which includes the major concepts: Holism, Adaptation, Stress, Health/Wellness, Culture, Spirituality and Society.
3. The basic nursing care skills. Approximately 3 hours per week are scheduled in the college laboratory for practice. II: (RN, II).

#### **NU 154. Introduction to Adaptation Nursing. (6)**

Focus is on the nursing process within the conceptual framework of adaptation/stress. Opportunity is offered in classroom and clinical settings for practice utilizing all parts of the nursing process with emphasis on data gathering, assessment, adaptive responses and nursing diagnosis. Emphasis is also placed on the holistic approach toward identification of health problems and the nurse's role in health promotion and rehabilitation. Physical, biological and psychosocial sciences are the foundation for conceptual development. Concepts in pharmacodynamics, physical assessment, and teaching/learning are introduced and nutrition is integrated. Prerequisite: NU 100. (Theory 4 credit hours/Clinical 2 credit hours). I.\*

#### **NU 155. Introduction to Major Health Problems and Adult Adaptive Responses. (6)**

Emphasis is on the adaptive responses of the adult experiencing major health problems. Nursing interventions related to primary, secondary, and tertiary levels of prevention are emphasized utilizing primary care nursing. The nursing process is used to facilitate nursing assessment, identification of stressors, stress states, stages of adaptation, nursing diagnosis, client centered goals, nursing interventions, and evaluation of goals. Clinical assessment skills and

pharmacodynamics continue to be incorporated. Teaching/learning continues to be utilized in delivery of client care. Supervised clinical experiences in acute care settings, extended care facilities, and observational experiences integrate the concepts of emergency care, crises intervention, community health, mental health, pharmacology, nutrition, and human sexuality. Prerequisite: NU 154. (Theory 4 credit hours/Clinical 2 credit hours). I.\*

#### **NU 156. Research Process in Nursing. (2)**

A theoretical introductory research course which focuses on the research process in nursing. Emphasis is on the role of clinical research in nursing, the scientific research process, steps in the research process, types of nursing research, nursing approaches, research designs, methods of data collection, measurement and sampling, analysis of research data, and interpreting and evaluating nursing research. Prerequisite: MA 50. I.

#### **NU 163. Facilitating Adaptation Throughout The Life Cycle. (6)**

Focus is enhancement of knowledge and skills for facilitating adaptation of the individual in episodic and distributive settings. Theories and concepts pertinent to the nursing process, holistic person, nursing skills, developmental stages, group process, communication skills, human sexuality, chronic illness, research and change are included. Beginning skills of physical and psychological assessment and introductory concepts of community health care area also integrated. Available only to the R.N. student. Prerequisite: NU 100. (Theory, 4 credit hours/Clinical, 2 credit hours). I.

**NU 164. Major Health Problems and Adult Adaptive Responses. (6)**

Emphasis is on the complex adaptive responses of the adult experiencing major health problems. Nursing interventions related to primary, secondary, and tertiary levels of prevention are emphasized utilizing primary care nursing. The nursing process is used to facilitate delivery of nursing care. The concept of chronic illness and care of the older adult are emphasized through theory presentation and selected supervised clinical experiences. The concepts of emergency care, crises intervention, community health, mental health, pharmacology, nutrition, and human sexuality are integrated. Prerequisite: NU 155. (Theory, 4 credit hours/Clinical, 2 credit hours). II. \*

**NU 165. Psychiatric/Mental Health Nursing: Adaptation To Life Psychological Stressors. (6)**

Knowledge of human behavior, growth and development, and psychiatric theory serve as a foundation for mental health nursing. Interventions include therapeutic use of self and available environment to effect constructive adaptive changes in client's and family's responses to life stressors. Clinical experience in acute and community health settings provide exposure to health maintenance and promotion, illness care and rehabilitative nursing. Pharmacology, nutrition, community health, sexuality and crisis intervention are integrated. Prerequisites: PY 162, NU 154, NU 155. (Theory, 4 credit hours/Clinical, 2 credit hours). II. \*

**NU 174. Child Health Nursing: Adaptation to Life Stressors. (6)**

Emphasis placed on Erickson's stages of growth and development and Piaget's

learning theory from newborn to adolescence. Focus is on the view of a child as an individual and as a member of a family unit, while stressing health promotion and maintenance. The nursing process is utilized to facilitate biological and psychosocial adaptive responses. Concepts presented are separation anxiety, play as therapy, values clarification and communication skills related to stages of development. Supervised clinical experiences are provided in distributive and episodic settings. Pharmacology, nutrition, community health, mental health, and human sexuality are integrated. Prerequisites: PY 121, NU 154, NU 155, NU 164, NU 165. (Theory, 4 credit hours/Clinical, 2 credit hours). I. \*

**NU 175. Maternity Nursing: Adaptation During The Childbearing Cycle. (6)**

Emphasis is on adaptation to stressors during the childbearing cycle, and women's health issues. Focus is on family-centered wellness care, health promotion and health maintenance. High risk families are identified and appropriate measures of disease prevention and treatment are explored. The nursing process is utilized to facilitate biological and psychosocial adaptive responses of the client/family. Supervised clinical experiences are provided in distributive settings, perinatal clinics, childbirth and parenting classes; episodic settings, labor and delivery and family care units, women's care facilities. Physical and psychosocial assessment, teaching/learning, human sexuality, community health, mental health, crisis intervention, pharmacology, nutrition and cultural concepts are integrated. Prerequisites: NU 154, NU 155, NU 164, NU 165. (Theory, 4 credit hours/Clinical, 2 credit hours). I. \*



**NU 184. Management Process in Nursing. (6)**

The focus is on the use of the management process to provide quality health care for a group of clients. Concepts and theories of leadership/management, communications, group dynamics, change, nursing process, teaching/learning, and health care systems provide the knowledge base for the nurse manager. Previously learned nursing concepts and theories are integrated during his/her adaptation to the role of leader/manager. Active involvement with other health care providers will enhance use of the management process to facilitate adaptation of nursing team members to work setting and improve quality of care given to his/her group of clients. Prerequisites: NU 164, NU 165, NU 174, NU 175. (Theory, 3 credit hours/Clinical, 3 credit hours). II.\*

**NU 185. Community Health Nursing: Adaptive Responses to Environmental Stressors. (6)**

Focus is on holistic person, relationships and interactions within his physical and psychological environment and his social, cultural, and physical environments. Adaptations related to stressors, roles, functions, health need, and resources are identified within the familiar and community systems. Concepts of preventive services, health education, health maintenance, and rehabilitation are synthesized with prior nursing knowledge. Clinical experiences are in a variety of distributive settings. Prerequisites: NU 164, NU 165, NU 174, NU 175. (Theory, 3 credit hours/Clinical, 3 credit hours). II.\*

**NU 186. Trends in Nursing. (2)**

The purpose of the course is to provide knowledge which will assist the student with the transition into the post graduate role. The course will survey

these major themes and issues: nursing practice, nursing roles, ethical issues, health care issues, socio-economic issues, legislative-political issues, and the relationship of professional nursing organizations to each of these. Importance and relevance of nursing research will also be included in each of the content areas.

**PHILOSOPHY (PL)**

No major is offered.

**Minor:**

Eighteen hours of philosophy are to be chosen with the approval of the minor advisor.

**PL 11. Introduction to Philosophy. (3)**

The course is an invitation to think, to wonder, to question, to speculate, to reason, even to fantasize in the eternal search for wisdom. After discussing what philosophy is, man is studied from these aspects: as knower, as relating to other men, and to the cosmos, and as the asker of ultimate questions.

**PL 13. Logic. (3)**

This course is designed to help students think clearly and to detect fallacious arguing.

**PL 80. Philosophy of The Human Person. (3)**

In this introductory course, we will examine four questions concerning persons: "Who are we?" "Do our lives have meaning, and, if so, what is it?" "Are we free?" and "How should we live our lives?" II.

**PL 122. The Existence of God. (3)**

This course will present the classical

and contemporary arguments for establishing God's existence. It will also discuss classical and contemporary concepts of God. See TH 122.

### **PL 156. Ethics (3)**

The world is changing at a disturbing pace. Rapid change brings instability, and instability, anxiety. Thus, in the ethical order man is anxious about his values and the decision he must make based on these values. This course will examine the contemporary person, the decisions he has to make and the values which underlie these decisions. Selected ethical questions will be considered: genetic control, abortion, poverty, drugs, euthanasia, war, etc.

### **PL 158. Love, Sex and Marriage. (3)**

The meaning of love; how to integrate sex in to one's personal existence; how to make marriage "work." See TH 158.

### **PL 191. Business Ethics. (3)**

A basic survey of some contemporary business practices with discussion of such practices and relating such to proposed philosophical, theological, and social criteria. See TH 191. Evening, I, II.

### **PL 199. Seminar. (3)**

Topics vary.

## **PHYSICAL EDUCATION (PE)**

No Major or Minor offered. The courses listed are skills courses.

**PE 15. Techniques of Tennis. (1) I and II.**  
Fee: \$20.00

**PE 31. Stretch and Exercise. (1) I and II.**  
No Fee

**PE 45. Intermediate Tennis. (1) I and II.**  
Fee: \$20.00

## **PHYSICS (PH)**

No Major or Minor is offered.

### **PH 17. Physical Science. (4)**

Essential elements of the physical sciences for students not majoring in science. Laboratory experience is included in this course. I, II.

### **PH 23. Principles of Physics. (5)**

A one-semester physics course covering the basic concepts of electricity and magnetism, sound, and optics. Recommended for allied health and natural science majors, as well as those requiring a one-semester physics course with laboratory. II.

### **PH 31. General Physics I. (4)**

A problem solving approach to the quantitative understanding of motion, forces, and energy exchange. Laboratory. Prerequisites: MA 16, 17, or consent of instructor. I.

### **PH 32. General Physics II. (4)**

Continuation of PH 31. A problem solving approach to the quantitative understanding of electrical and magnetic interactions and wave mechanics, including sound, light, and optics. Laboratory. Prerequisites: MA 16, 17, PH 31 or equivalent, or consent of instructor. II.

### **PH 33, 34. Calculus Basis of Physics. (1, 1)**

A course designed to show how calculus is used to describe the principles covered in PH 31, 32. Prerequisites: MA 31; PH 31, 32 or concurrently. I, II.

**PH 91-95. Topics in Physics. (3)**

Presentation and discussion of physics topics. Each offering will be titled appropriately. A student may take any number of different topics. No prerequisites. I, II, S.

**POLITICAL SCIENCE (PS)**

The study of Political Science is the study of government and all that entails—the who, what, when, where, and why of the U.S. and international political systems. The range of analysis includes international, national, state, and local levels of the public sector. This program prepares the student for entrance into many areas of a political system, be that the delivery of services or the actual operation of a public policy. A student may opt for the general PS major or add a concentration in Pre-Law or Comparative Politics.

The candidate for the Bachelor of Arts degree in Political Science must complete all the general degree requirements as stated on page 35.

In addition to the general education requirements, the following courses in the Major must be completed.

**Major:**

39 PS hours, including these required courses for all PS majors: PS 12, 14, 122, 126, 130, 141 or 142, 145 and 178. Hours obtained under PS 199 Internship are to be added on to the requirement of 39 hours of PS coursework for the major.

**Related Requirements:**

All PS majors are also required to take: EC 51, CO 111 or CO 112, EN 50 and EN 60, SO 11, SO 78, SO 79, MA 16, HI (3 hours), Foreign Language (6 hours).

PS majors become acquainted with the role computers play in their field in So 79.

Political Science majors must receive a grade of "C" or above in all required classes, including related requirements.

**Concentrations:**

PS majors may opt to add a concentration in the following areas:

**COMPARATIVE POLITICS**

General PS requirements and related requirements plus PS 15, 141, 142, 146, 147, and PS elective (3).

**PRE LAW**

General PS requirements and related requirements plus, PS 30, 102, 137, 139, PS electives (3), PA 131 and BU 51.

**Minor:**

PS 12, 14, 141 or 142, and 9 semester hours of PS courses at the 100 level and above.

**POLITICAL SCIENCE COURSES (PS)****PS 12. American National Government.(3)**

The structure, function, problems and accomplishments of American government at the federal level. Branches of government, political leaders, policy making and current issues covered. No prerequisite. I and II.

**PS 14. State and Local Politics. (3)**

The relationship that exists in and between state and local governments. Powers of governors and mayors, forms of governments, and timely issues explored. Regional politics and future scenarios analyzed. No prerequisite. Alternate years. II.

**PS 15. Contemporary World Politics. (3)**  
Study of specific problems in current international relations with attention to why certain problems exist and what alternative solutions exist to these difficulties. A transnational approach to world politics. No prerequisite. Alternate years. II.

**PS 20. Politics and Administration. (3)**  
See PA 20.

**PS 21. Introduction to Public Administration. (3)**  
See PA 21.

**PS 30. Law and Society. (3)**  
Introduction to the nature of law, the structure and processes of legal systems, and analysis of legal decision-making within civil, criminal and administrative judicial units. Legal history, analysis of concepts of "right" and "justice" and jurisprudence. Legal concepts and terminology. Legal ethics. Functions of major participants in the legal process. No prerequisite. I.

**PS 102. Introduction to Legal Research and Writing. (3)**  
An introduction to basic legal research and writing, concentrating on the various methods and resources for legal research, methods of analyzing and understanding court opinions. Statutes and other resource material, and the drafting of communications to record and convey results of research. A basic overview of legal research tools and resources will be included, such as case reporting services, statutes, digests, legal encyclopedias, legal dictionaries, and case citators. No prerequisites. Alternate years. II.

**PS 122. Public Policy. (3)**  
The process of public policy making

and substantive case studies. How government bodies determine what a public problem is; how they formulate policy, implement it and evaluate it. No prerequisite. I.

**PS 124. Intergovernmental Relations. (3)**  
The theory and practice of a federation form of government. Areas of cooperation and areas of conflict explored. How different levels of government relate to one another. No prerequisite. Alternate years. II.

**PS 126. Political Ideologies. (3)**  
A review of major political theorists both past and present. Their ideas and how those ideas have influenced the American political systems. Explanation of how political theory is played out in the political arena. No prerequisite. Alternate years. II.

**PS 129. Women in Politics. (1)**  
See WS/PS 129.

**PS 130. Constitutional Law. (3)**  
Origins of the Federal Constitution; leading cases in its development by the Supreme Court and current interpretation; readings and lectures emphasizing the social context of the opinions and their significance in relation to the evolution of American political forces. No prerequisite. Alternate years. I.

**PS 131. The Constitution: Civil Rights and Liberties. (3)**  
Interpretations of the Constitution as they have resulted in policies related to various social and political issues. Included in the course will be an analysis of the role of the President, crime and punishment, national security and freedom of the press, school prayer, personal freedoms such as abortion, the right to live, and the right to die, and affirmative action among other

issues. Alternate years. II.

**PS 137. Introduction to Litigation. (3)**

An overview to the civil litigation process including a study of the rules of civil procedure and the rules of evidence. Emphasis will also be placed on the development of skills involved in simple litigation matters including the preparation of pleadings, motions, and discovery requests. Recommended prerequisite: PS 30. Alternate years. I.

**PS 139. Criminal Law. (3)**

Distinction between criminal and civil law, the role of different participants in the criminal justice system, classification of crimes by state and federal standards, stages of criminal prosecution, constitutional rights and limitations. No prerequisite. Alternate years. II.

**PS 141. Comparative Political Systems: The Industrialized Countries. (3)**

A comparative analysis of the political systems of selected industrialized nations. Primary emphasis will be on political culture, governmental structure and functions, and policy processes. No prerequisite. Alternate years I.

**PS 142. Comparative Political Systems: The Developing Countries. (3)**

Study of third and fourth world nations who lack natural resources and/or high levels of industrialization. Regionalism reviewed as well as current economic, political and social problems faced by selected countries. No prerequisite. Alternate years. II.

**PS 145. American Foreign Policy: Process and Substance. (3)**

Analysis of the making and carrying

out of U.S. foreign policy; results of particular policies studied; major participants of policy making process reviewed; case studies analyzed in historical context. No prerequisite. Alternate years. II.

**PS 146. War and Foreign Policy. (3)**

This course will investigate the political decisions that have led the U.S. to war. It will start with the decision to drop the A-bomb on Japan and will proceed to take a detailed look at American involvement in Korea, Vietnam, and Central America. It will also analyze specific forces and factors that influence the political decision-making processes at the federal level in the military area. No prerequisite. Alternate years. I.

**PS 147. Topics in Comparative Politics. (3)**

The domestic and foreign policies of specific countries will be looked at in a detailed manner. Examples of topics: Politics of China, Politics of Southern Africa, and Politics of Central America. No prerequisite. Alternate years. II.

**PS 151. Political Parties and Interest Groups. (3)**

What political parties and interest groups are and what they do; the origin, development, economic and social composition of the U.S. political system. Alternate years. I.

**PS 152. The American Presidency. (3)**

An analysis of the presidency as a key part of the decision making process at the federal level. Review of the powers and roles of the President. Influences on Presidential decision making. Case studies of how certain Presidents have viewed their office and what their



policies were. No prerequisite. Alternate years. I.

**PS 153. The Congress:****An American Institution. (3)**

An in-depth discussion of the powers and roles played by the Congress' key leadership positions will be analyzed as well as people who occupy those positions. The influence of Congress in shaping U.S. policy will be explored, the effective/ineffective factor will be discussed as well as ways to reform the way Congress does conduct its business. Alternate years. II.

**PS 178. Introduction to Research. (3)**

See SO 178.

**PS 190. Special Topics. (1)**

Current political issues analyzed: Social Security, Ethics in Government, Elections, Individuals, Taxation, Policy Choices, Human Rights, Nuclear Power, etc.

**PS 195. Washington D.C. Seminar. (1)**

One week long experience in the nation's capital where conferences will be held with a variety of national leaders resulting in a major research project on a particular aspect of American politics and/or administration. Prerequisite: Junior or Senior in PS or PA.

**PS 196. Directed Readings and Research. (1-6)**

Specialized assignment worked out between the faculty member and the student. Prerequisite: 6 hours in PS and consent of instructor.

**PS 199. Internships. (9)**

Working experiences of 400 hours directly related to the political process. Casework in congressional office, election campaigning, and interest group work are all included. Direct hands on

experience with politics at the local, state, national, and international levels. Pre-Law students will have opportunities in law offices and agencies. Prerequisite: 18 hours in PS. I and II. See PS Coordinator for additional information.

## PRE-LAW

This area of study is intended to acquaint the students with the legal system in a general manner as well as several areas of law and legal analysis. A student involved in Pre-Law coursework might be interested in law school and/or working in the judicial system.

For required coursework please see the Political Science major.

## PRE-MEDICINE

This major is designed to help prepare a student for admission into a school of medicine or dentistry. The special entrance requirements of the professional schools to which the student may later apply are considered when electives are chosen.

The candidate for the Bachelor of Science Degree in Pre-Medicine must meet the following requirements:

1. Completion of at least 128 semester hours of academic work with a minimum grade point of 3.0.
2. Completion of the final 30 hours at the college.
3. Prior to graduation, the pre-medical student must pass comprehensive examinations in biology and chemistry or the science sections of

the MCAT or DAT examination.

4. Completion of the general degree requirements as stated on pages.
5. The following courses in the Pre-medical major must be completed.

BI 12, 13. CH 31 or 32, and 37. PH 31, 32. MA 16, 17 and 31. EN 50 and 60. PL 156. Thirty (30) semester hours in upper-division biology or chemistry, including CH 116, 117, 121 and 141, and three of the following biology courses: BI 144, 147, 148, 150, 152, 156.

NO MINOR IS OFFERED.

## PSYCHOLOGY (PY)

The candidate for the Bachelor of Arts degree in Psychology must complete all the general degree requirements as stated on page 35.

In addition to the general education requirements, the following courses in the Major must be completed.

### Major:

PY 11, 55, 123, 141, 146, 150, 162 and 186 plus 12 elective upper-division hours.

### Required Related Courses:

One upper-division philosophy course.  
One computer science course.

### Psychology Minor:

PY 11, 55 plus 12 elective upper-division hours selected with consent of the minor advisor.

### Psychodrama Minor:

PY 11, 12, 55, 112, 161, 162; TR 35, 60, 111, 190. The minor is open to all students. Psychology and theatre majors will automatically complete as part

of their major, 12 hours of this minor.

## PSYCHOLOGY COURSES (PY)

### PY 11. General Psychology. (3)

A basic introduction to the science of psychology through the theoretical and experimental investigation of man's struggle for adaptation to his changing physical and social environment. I and II.

### PY 12. Introduction to Psychodrama. (3)

Students will learn the theoretical basis of psychodrama and review research about the effectiveness of this approach for facilitating personal development. Students will participate in psychodramas illustrating principles studied. No prerequisite. I. See TR 12.

### PY 55. Theories of Personality. (3)

The development, organization, dynamics, and determinants of personality as proposed by the classical psychologists (Freud, Jung, Rogers, Skinner, etc.). Prerequisite: PY 11. I and II.

### PY 112. Advanced Techniques in Psychodrama. (3)

An advanced study of psychodrama techniques. Prerequisites: PY 11, 12. See TR 12. II.

### PY 117. Career and Life Planning. (3)

This course offers an individual the opportunity to learn and utilize effective career decision making and life planning techniques. The class takes a practical approach to the development of personal insights by encouraging decision making, assertiveness and exploring interests, skills and values through a variety of assessments, class discussions and specific exercises. Also included is resume writing, interviewing tips and job search strategies. This class is strongly recommended for undecided majors. I and II.

**PY 121. Human Growth and Development. (3)**

See ED 121. I and II.

**PY 123. Child and Adolescent Psychology. (3)**

A study of the biological, cognitive, social and emotional development of children and adolescents. Prerequisite: PY 11, 55. I and II.

**PY 129. Psychological Aspects of Being Female. (3)**

See WS/PY 129. I.

**PY 140. Psychology of Learning. (3)**

The investigation of various learning theories with emphasis upon the variables influencing the activation direction and maintenance of behavior. Course content will focus upon classical and instrumental conditioning, modeling, moral development, and physiological and social drive theory. Prerequisites: PY 11, 55.

**PY 141. Experimental Psychology. (3)**

A study of the biological bases of learning, perception and motivation. Prerequisites: PY 11, 146.

**PY 146. Quantitative Methods in Psychology. (3)**

An overview of research and the research process with an emphasis on summary and analysis of research data via descriptive statistical techniques. These techniques will include frequency distributions and their graphical representations, measures of central tendency, measures of variability, correlation and regression, and selected issues psychological measurement. Critical evaluation of psychological research literature relative to these topics will be made. Prerequisite: MA 11 or 16 or 17, or the equivalent. I and II.

**PY 150. Final Thesis in Psychology. (3)**

An arranged course; an investigation of a special research problem or directed reading in an area not covered in regular courses. Prerequisites: 24 hours in psychology and consent of instructor. I.

**PY 161. Social Psychology. (3)**

See SO 161.

**PY 162. Abnormal Psychology. (3)**

A general overview of the etiology, characteristics and determinants of functional and organic deviations of normal behavior; general information about the therapeutic approaches; the study of the role of behavioral sciences in community mental health action. Prerequisites: PY 11, 55. I and II.

**PY 163. Psychology of the Exceptional Child. (3)**

See ED 163. I and II.

**PY 186. Current Trends in Psychotherapy. (3)**

A survey of the techniques and major systems of psychotherapy. Prerequisites: PY 11, 55, 162. II.

**PY 188. Communication Processes. (3)**

This course is designed to assist students in developing skills as effective facilitators in human relations by examining, through a personalized learning experience, psychological theories of interpersonal communication and personal growth. Prerequisites: PY 11 and 55. I.

**PY 190. Special Topics in Psychology. (1-3)**

Psychological principles applied to current dilemmas in American society. Specific topics change each semester. Prerequisites: PY 11, 55, or consent of instructor. I and II.

**A. Nonverbal Communication**

Man's humanness is tied to his ability to symbolize; man symbolizes thoughts and feelings with words and gestures. This course will emphasize the theoretical and practical aspects of interpreting nonverbal communication.

**B. Transactional Analysis**

This course will combine didactic teaching with experiential examination of transactional analysis as a psychological tool and as a method of communication.

**C. Clinical Psychology**

This course will survey the relevant topics in the clinical practice of psychology. Licensure, ethics, training intervention techniques, and assessment will be discussed as significant areas of interest for the clinical practitioner.

**PY 199. Directed Experiential Learning. (1-3)**

Practicum in facilitating interpersonal relations. Student field placement approved by adviser. Prerequisites: 24 hours in Psychology or consent of instructor. I and II.

## **PUBLIC ADMINISTRATION (PA)**

The B.A. program in Public Administration at Avila combines an established tradition of academic excellence with an innovative, student-centered curriculum designed to provide careful and timely preparation for careers in public service both in government agencies and private institutions. The program is set up to accommodate high school and two-year college graduates, as well as those individuals who are already employed and intend to further their education. The primary

goal of the program is to train educated professionals. Two concentration areas exist to allow specialization in a particular aspect of Public Administration. The program possesses great flexibility which allows the student and advisor to design a curriculum which is compatible with the student's interests.

The candidate for the Bachelor of Arts degree in Public Administration must complete all the general degree requirements as stated on page 35.

In addition to the general education requirements, the following courses in the Major must be completed.

**Major Requirements:**

At least 39 hours of PA coursework is required, including the PA core of PA 21, 84, 122, 123, 135, 142, 180 and 197. At least 3 hours of PA 199, "Internship", are required for students who do not have previous administrative experience. Students may take up to 9 hours of internship credit. PA 199 is added onto the 39 hour requirement. PA majors become acquainted with computer-related aspects of their field in PA 84.

**Related Requirements:**

BU 51, EC 51, SO 78, SO 178, PS 12, MA 16, and 6 hours of writing.

PUBLIC ADMINISTRATION majors must receive a grade of "C" or above in all courses required for the major including "Related Requirements".

**Minor:**

Minimum of 18 hours in PA, including PA 21 and 123.

**Concentrations:**

Students must choose one of the two (2) areas listed below:

**Health Services Administration**

This is a multi-disciplinary program designed to prepare students to take charge of administrative duties in different aspects of health care systems. Hospital administration, health maintenance organizations, department head responsibilities are among areas covered.

**LONG TERM CARE ADMINISTRATION:** Students interested in management aspects of long-term care facilities, organizations, and/or nursing homes should take those courses required in the "Health Services Administration Concentration." PA 31, 191, 192, 193, 194, required. Related requirements; SO 112 and BI 20.

**Public Management**

This program provides the student with the broadest overview of general administrative aspects in public administration. Included in this concentration is consideration of personnel concerns such as human resource planning, program evaluation, wage and salary administration, and governmental regulations. Also included is the role of technology from a management perspective, i.e., computers and their role in decision-making. PA 20, 131 and 155 required. 6 hours of PA electives.

**Professional Certification**

40 hours of credit may be earned for professionally recognized certification in an appropriate Allied Health field. (examples: Respiratory Technician, Medical Records, Respiratory Therapist, etc.) or Public Safety fields (examples: police work or fire department work.)

It is possible to earn up to 30 semester hours of credit through testing and experiential credit. No credit earned in

this manner may be used to satisfy the 30 hour residency rule at Avila College.

**PUBLIC ADMINISTRATION COURSES (PA)****PA/CS 11. Introduction to Microcomputers. (1)**

See CS 11.

**PA 20. Politics and Administration. (3)**  
An introduction to the connections between policy making and the implementation of policy in an administrative sense. No prerequisite. II.

**PA 21. Introduction to Public Administration. (3)**

Survey of the historical and contemporary status of administrative institutions, principles and practices of public administration. Bureaucratic and organizational concerns are covered as well as political, budgetary, legal, and personnel matters. No prerequisites. I.

**PA 31. Introduction to Health Services Administration. (3)**

History, principal participants, values and systems involved in health care administration. Overview of management functions in health care settings (planning, controlling costs, communication skills, etc.). No prerequisites. II.

**PA 84. Computers and Management. (3)**

This course describes what management information systems are, their processes, the role of electronic data-processing in managerial functions, elementary management science techniques and their uses, and the basic structure and functions of computers. How managers can use computers as a management tool in the decision making process, including basic principles of data base manage-



ment. Prerequisite: PA 123 or consent of instructor. I.

**PA 122. Public Policy. (3)**

See PS 122.

**PA 123. Public Management. (3)**

A survey of the major theories of public management including responsibilities and obligations of the principle participants in government. Discussion of the relationship between structure and process in administrative units and a study of the basic concepts of administrative behavior. Tools of management analyzed as well as the roles of politics, power, and performance. No prerequisite. II.

**PA 129. Women and Management. (2)**

See WS/PS 129.

**PA 131. Administrative Law. (3)**

The principles of administrative law. The legislative and adjudicative institutions; obligations, rights and responsibilities of principal participants in administration, and the impact on business and society. No prerequisite. Alternate years. II.

**PA 135. Comparative Administration. (3)**

The study of selected bureaucratic structures in industrialized and developing nations with emphasis on common problems and accomplishments. Concerns analyzed include: Historical development, recruitment, modernization, connection of politics and administration, etc. Case studies of selected countries. No prerequisite. Alternate years. I.

**PA 142. Public Personnel Administration. (3)**

Basic theories and functions of personnel administration at the national, state, and local governmental levels.

Human resource development and management; values and processes in civil service systems; training practices; recruitment; bargaining techniques; legal considerations. No prerequisites. II.

**PA 143. Wage and Salary**

**Administration. (3)**

Compensation planning for private and public agencies. Areas covered include: pay theory, comparable worth, performance evaluation, merit pay, and compliance with federal regulations. Prerequisites: 3 hours in personnel administration, BU 51, or consent of instructor. Alternate years. II.

**PA 155. Organizational Behavior and Development. (3)**

Theories and methods of organizational behavior and development in public and private sector settings. Discussion includes leadership, power, corporate culture, formal and informal organization aspects, performance, and suggestions on improving an organization's effectiveness. No prerequisites. Alternate years. I.

**PA 180. Public Budgeting and Finance (3)**

What the budgeting process looks like and how it influences the operation of the organization. How a budget is built, including various methods and approaches (line-item, planned-program budgeting systems, zero base budgeting, etc.) Financial concerns such as taxation policies will also be covered. The relationship of budgets to financial aspects. Prerequisites: BU 51, EC 51 or consent of instructor. I.

**PA 185. Operations Research. (3)**

The discussion of decision making methods of evaluating and enhancing the management of organizations. This scientific approach to problem solving could include models of linear pro-

gramming and the simplex method, the transportation problem, PERT networks, and selected topics from integer programming, deterministic inventory models, goal programming, introduction to queuing theory (Poisson, single-server, and FCFS models), simulation. Prerequisites: MA 20 or 127, Statistics, 3 hours of programming language, or consent of instructor. Alternate years. II.

### **PA 190. Special Topics.**

Current areas of public administration explored in depth; examples: Health Care Law, Public Health Issues, Strategic Planning, Cutback Management, Social Security Administration, Communication in Management, Training and Development Seminars, OSHA Regulations, Grant Writing, etc. No prerequisite. I, II.

### **PA 191. Long Term Care Administration. (3)**

This course pursues an interdisciplinary approach to the study of administering nursing homes and long term care facilities. Historical, management, legal, financial and political aspects are emphasized. No prerequisite. Alternate years. II.

### **PA 192. Health Care Planning and Organization. (3)**

Analysis of the planning function in the health care sector both public and private. Strategic planning and marketing in a health care context will be reviewed and roles of major actors (hospitals, nurses, physicians, etc.) will be explored. Several current approaches will be analyzed from health care facilities' perspectives. No prerequisites. Alternate years. I.

### **PA 193. Comparative Health Care Systems. (3)**

Comparison of similarities and dif-

ferences between the U.S. health care system and selected industrialized and developing nations. Areas of concern include: planning, education, structures, finances, influence of political systems, philosophy of health care, law, and delivery systems. No prerequisites. Alternate years. II.

### **PA 194. Economics of Health Care Systems. (3)**

Study of governmental and private sector roles in financial areas of health care. Cost reimbursement schemes, prospective payment systems, government programs, and private sector initiatives reviewed. Historical trends analyzed, and current conditions that impact on the cost of health care. No prerequisite. Alternate years. I.

### **PA 195. Washington D.C. Seminar. (1)** See PS 195.

### **PA 196. Directed Readings and Research. (1-6)**

Specialized assignments worked out between the faculty members and the student. Prerequisite: 6 hours in PA and consent of instructor.

### **PA 197. Senior Seminar. (3)**

Professional nature of public administration explored. A tying together of major themes in core PA courses in a seminar fashion. Identification of what it means to be a public administrator. Prerequisite: Senior status as a PA major. II.

### **PA 199. Internship. (3-9)**

Hands on experiences of 400 hours for the student lacking a background in an administrative environment. Position in an agency to include specific job responsibilities. Appointments at local, state, national and international level. See PA Program Coordinator for entire package of information. Pre-

quisite: At least 18 hours of PA coursework. I, II.

## **RADIOLOGIC TECHNOLOGY (RT)**

The candidate for the Bachelor of Science in Radiologic Technology has two tracts which can be completed; Radiography and Radiation Therapy Technology. Both programs lead to eligibility for certification in their respective areas.

Both programs are accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the Joint Review Committee on Education in Radiologic Technology.

Persons who have completed or are currently enrolled in either program elsewhere are eligible for admission to the upward mobility program leading to a Bachelor of Science degree in Radiologic Technology.

### **Radiography**

Avila College, St. Joseph's Health Center, Shawnee Mission Medical Center, and Independence Regional Health Center, cooperatively offer a four-year integrated radiography program. Those who have been accepted into the major and have met requirements for the clinical portion of the program will begin their clinical work during the spring semester of their sophomore year.

### **Admission of Generic Students to the Radiography Program**

1. Receive acceptance into Avila College by the Admissions Office.
2. Have an interview with the Admissions Committee of the

Radiography Program and receive his/her approval.

3. If there are more than six students that have applied for the radiography major (in any one year) then the top six students will be selected based upon a review of high school grade point average, college grade point average (if any courses were taken), ACT or SAT and the interview.
4. The international student must pass the Michigan Test (administered at Avila College) at the standard score of 90 or above and the Avila Oral/Aural Test. A student who scores below 90 may repeat the examination no more than twice.

### **Admission of Generic Students to the Clinical Portion of the Radiography Program**

1. Complete prerequisite courses with a cumulative grade point average of 2.0.
2. Complete at least 36 hours of college credits including the following prerequisites: (must earn at least a "C" in all prerequisite courses)
  - a. CH 31 or BI 120 or PH 23
  - b. RT 96
  - c. MA 16
3. Complete health history, physical examination and immunizations required.

### **Admission of Registered Radiographers to the Radiography Tract**

1. Evidence of Certification.

The candidate for the Bachelor of Science Degree in Radiologic Technology (radiography tract) must meet all requirements listed below.

1. Completion of 129 semester hours

of academic work with a minimum cumulative grade point average of 2.0.

2. Maintain a "C" or above in all Natural Sciences, Allied Health and Radiologic Technology courses.
3. Completion of the following pre-clinical requirements: CH 31 or BI 120 or PH 23 (4-5) MA 16; EN 50; RT 96. (9)
4. Completion of the general degree requirements as stated on pages.
5. The following courses in the Radiologic Technology major must be completed.

#### **Natural Science and Mathematics**

Biology: BI 120, 121, and 122 (12)

Chemistry: CH 15 or 31 or equivalent (4)

Computer Science: CS 12 or equivalent (3)

Mathematics: MA 16 (3)

Physics: PH 13 (5)

#### **Allied Health 24 hours**

AH 14 (2)

#### **Radiologic Technology 53 hours**

(Radiography)

RT 96\*, 98\*, 101\*, 103\*, 104\*, 105\*, 107\*, 108\*, 109\*, 111\*, 112\*, 121\*, 122\*, 151 and 8 hours of course work approved by the student's advisor.

#### **N.B.**

Registered Radiographers receive credit for all of the starred (\*) courses totaling 39 hours. One can test out of all the other courses except 151. Registered radiographers can also take 6 hours in accounting, data processing or economics in lieu of the math requirement.

Registered nuclear medicine technologists and registered radiation therapy technologists can receive an additional 11 hours of course credit if they are interested in the radiography tract (designated with a \*).

6. Radiologic Technology and Radiography majors may also earn a minor in Business Administration by completing the following courses:

#### **Business 18 hours**

BU 51, 52, 120, 140, 170, 181

#### **Economics 9 hours**

EC 40, 51, 52

#### **Radiation Therapy Technology**

Avila College and St. Luke's Hospital of Kansas City together offer an educational program in Radiation Therapy Technology, designed to produce competent technologists with capabilities to assume supervisory and educational positions. This innovative program leads to certification eligibility in Radiation Therapy Technology from St. Luke's Hospital of Kansas City and to the option of earning a Bachelor of Science Degree in Radiologic Technology from Avila College.

#### **Admission of Generic Students to the Radiation Therapy Program**

1. Applicants must be:
  - a. registered in radiography (or registry eligible OR
  - b. a registered nurse OR
  - c. baccalaureate degreed, preferably in a science-related field.

Applicants that are registered nurses or baccalaureate degreed may be required to complete specific prerequisite courses in order to qualify for admission to the Program Core.
2. Receive acceptance into Avila College by the Admissions Office.
3. Have an interview with the Admissions Committee of the Radiation Therapy Program and receive their approval. If there are more than three students that have applied for the Radiation Therapy Program then the top three will be selected based on

high school grade point average, radiography grade point average, college grade point average (if any courses taken) ACT or SAT and the interview.

4. The international student must pass the Michigan Test (administered at Avila College) at the standard score of 90 or above and the Avila Oral/Aural test. A student who scores below 90 may repeat the examination no more than twice.

#### **Admission of Generic Students to the Clinical Portion of the Radiation Therapy Program**

1. Complete prerequisite courses with a cumulative grade point average of 2.0.
2. Complete at least 12 hours of college credits including the following prerequisites: (must earn at least a "C" in all prerequisite courses)
  - a. PH 23
  - b. MA 16
3. Complete health history, physical examination and immunizations required.

#### **Admission of Registered Radiation Therapy Technologists to the Radiation Therapy Tract**

1. Evidence of Certification.

The candidate for the Bachelor of Science Degree in Radiologic Technology (radiation therapy tract) must meet all requirements listed below.

1. Completion of 131 semester hours of academic work with a cumulative grade point average of 2.0.
2. Maintain a "C" or above in all Natural Sciences, Allied Health, and Radiologic Technology courses.
3. Completion of the general degree requirements as stated on page 35.
4. Completion of the following pre-clinical requirements: PH 23 and MA 16 and four (4) hours chosen from

areas listed above.

5. Completion of the following courses in the major:

#### **Natural Science and Mathematics**

23 hours

Biology: BI 120, 121, and 122 (12)

Computer Science: CS 12 or equivalent (3)

Mathematics: MA 16 (3)

Physics: PH 23 (5)

#### **Allied Health 2 hours**

AH 14 (2)

#### **Radiologic Technology 28 hours**

(Radiation Therapy)

RT 130\*, 131, 132, 133, 134, 135, 136\*, 140\*, 141\*, 142\*, 143\*.

Registered Radiographers receive 39 hours of credit toward the Bachelors degree in Radiologic Technology. Registered Radiation Therapy Technologists will receive credit for the above starred courses totaling 17 additional hours. One can test out of all other radiation therapy courses.

Students are required to take at least 30 hours of course work at Avila, not including credit by examination.

### **RADIOLOGIC TECHNOLOGY COURSES (RT)**

#### **RT 96. Introduction to Radiologic Science. (3)**

An overview of the radiologic technology profession, its history, and the criteria for success in the profession. Basic introduction to the effects of radiation, radiation monitoring and protection for personnel and patients, and radiographic imaging. Study of patient assessment and basic nursing skills necessary to provide for patients' physical and emotional needs, including safety procedures used during



radiographic examinations. Three hours lecture per week.

**RT 98. Radiographic Procedures I. (4)**

Introduction to radiographic procedures, basic terminology, topographical landmarks, and examinations of the chest, abdomen, and extremities are studied. Correlation of theory and practical application in the laboratory. Four hours lecture, two hours laboratory per week. Prerequisites: RT 96, BI 120, with a minimum grade of "C".

**RT 101. Clinical Education I. (4)**

A clinical course focusing on policies, procedures and functions of the radiology clinical setting. With direct supervision, the student will develop clinical skills through observation and assistance in routine general radiographic studies. 15 weeks of 20 hours per week at the clinical site. Prerequisites: RT 96 with a minimum grade of "C". Concurrently with RT 98, 104, 120.

**RT 103. Clinical Education II. (4)**

A clinical course with emphasis on supervised application and evaluation of procedures in routine general radiographic studies and fluoroscopic and genitourinary procedures. Students will assist in these areas as directed by the supervising technologists. 8 weeks of 32.5 hours per week at the clinical site. Prerequisites: RT 98, 101, 104, 120 with a minimum grade of "C".

**RT 104. Radiographic Procedures II. (2)**

Review of anatomy and terminology pertinent to the digestive, urinary, biliary and reproductive systems, and the study of procedures, positioning and contrast media used in radiographic examinations of these systems. Introduction to tomography

is included. Correlation of theory and practical application in the laboratory. Two hours of lecture and one hour laboratory per week. Prerequisites: RT 96, BI 120. Concurrently with RT 98.

**RT 105. Clinical Education III. (5)**

A clinical course with emphasis on supervised application and evaluation of procedures using contrast media, basic mobile radiography, tomography and continued supervised practice in application and evaluation of procedures in general radiographic studies. 16 weeks of 22.5 hours per week. Prerequisite: RT 103 with a minimum grade of "C". Concurrently with RT 108, 121.

**RT 107. Clinical Education IV. (5)**

A clinical course with emphasis on supervised application and evaluation of procedures involving the skeletal system advanced mobile radiography, trauma radiography and continued practice with limited supervisions in application and evaluation of procedures in general radiography, basic mobile radiography and routine procedures using contrast media. 15 weeks of 22 hours per week. Prerequisites: RT 105, 108 and 121 with a minimum grade of "C". Concurrently with RT 112, 122.

**RT 108. Radiographic Procedures III. (3)**

Review of anatomy and terminology pertinent to the skeletal system. Radiographic positioning of the spine and skull. Correlation of theory and practical application in the laboratory. Three lecture hours and two hours of laboratory per week. Prerequisites: RT 98, 104.

**RT 109. Clinical Education V. (4)**

Students will be assigned to early evening shifts with limited supervision for continued emphasis in application

and evaluation of procedures involving all aspects of diagnostic radiography. Emphasis is on emergency radiography. 8 weeks of 32.5 hours per week at the clinical site. Prerequisites: RT 107, 112, 122 with a minimum grade of "C".

**RT 110. Film Evaluation III. (1)**

Seminar course to evaluate all aspects of radiographs produced in special procedures, mobile radiography and supplementary imaging procedures. Course will be conducted at the clinical site. Prerequisite: RT 106.

**RT 111. Clinical Education VI. (5)**

Students will be assigned to evening and weekend rotations with limited supervision for advanced practice in application and evaluation of procedures involving all areas of diagnostic radiology. Students will be assigned to special procedures areas where, with direct supervision, they will observe and assist in special radiographic procedures and supplementary imaging modalities. 15 weeks of 22 hours per week. Prerequisite: RT 109 with a minimum grade of "C".

**RT 112. Radiographic Procedures IV. (3)**

Review of anatomy and terminology pertinent to the respiratory, vascular, reproductive, and neurological systems, including the procedures, positioning and contrast media used for radiographic examination of these systems. Detailed cross-sectional anatomy of the head, chest, abdomen, and pelvic regions with correlation of computed tomography, nuclear magnetic resonance, and ultra-sound images. Two hours lecture per week. Prerequisites: RT 108, 109 with a minimum grade of "C".

**RT 116. Radiographic Procedures V. (1)**

A comprehensive overview of all aspects of diagnostic radiology with emphasis on the relationships of radiographic procedures to technique, patient protection, positioning and radiographic anatomy. One hour lecture per week. Open only to second semester seniors in Radiologic Technology.

**RT 120. Radiologic Science I. (3)**

Fundamentals of x-ray production, properties of x-ray tubes and circuits, mechanics of interaction with matter and an introduction to radiographic quality. Three hours of lecture per week and 1 hour of laboratory. Prerequisites: MA 16, CH 11, PH 13 or consent of instructor.

**RT 121. Radiologic Science II. (3)**

Advanced study of factors and conditions influencing radiographic quality and concepts and analysis of imaging systems. Three hours of lecture per week. Prerequisite: RT 120.

**RT 122. Radiologic Science III. (2)**

Advanced study of the various image modalities including, CT, ultrasound, and MRI. Two hours of lecture per week. Prerequisite: RT 121.

**RT 130. Introduction to Radiation Therapy. (2)**

This course is an introduction to the field of radiation therapy. Topics presented include the duties and responsibilities of the technologist, the history and development of the profession, hospital and departmental organization, professional organizations, and basic clinical skills. 15 weeks of 2 hours per week at the clinical site.

**RT 131. Radio Therapy Physics and Treatment Planning I. (3)**

This course is a survey of the therapeutic applications of radiation. Topics presented include the physics of radiation production, interaction, attenuation and decay, radiation dosimetry, and the rationale for, and operation of teletherapy and high energy x-ray generators. 15 weeks of 3 hours per week at the clinical site.

**RT 132. Clinical Oncology I. (2)**

This course is a body systems approach to the radiation treatment of cancer. The pathology, histology, classification, principles and results of treatment, and diseases perspectives for skin, head and neck, and central nervous, respiratory and urinary systems will be presented. Attendance at staff conferences is required. 15 weeks of 2 hours per week at the clinical site.

**RT 133. Radio Therapy Physics and Treatment Planning II. (2)**

This course is a survey of the therapeutic applications of radiation. Topics presented include the physical properties, calculations of dose, safety procedures, applicators, and treatment procedures for various brachy therapy sources. 8 weeks of 4 hours per week at the clinical site. Prerequisite: RT 131 with a minimum grade of "C".

**RT 134. Clinical Oncology II. (2)**

This course is a body systems approach to the radiation treatment of cancer, the pathology, histology, classification, principles and results of treatment, and disease perspectives for the digestive, reproductive, endocrine, circulatory and reticulo-endothelial systems, plus soft tissue and pediatric neoplastic, and metastatic disease will be presented. Attendance at staff conferences is re-

quired. 8 weeks of 4 hours per week at the clinical site. Prerequisites: RT 131, 132, 151 with a minimum grade of "C".

**RT 135. Radio Therapy Physics and Treatment Planning III. (2)**

This course is a survey of the therapeutic applications of radiation. Emphasis is on student preparation of computer plans and dose calculations for the radiation treatment of disease. 15 weeks of 2 hours per week at the clinical site. Prerequisite: RT 133 with a minimum grade of "C".

**RT 136. Seminar in Radiation Therapy. (2)**

This course is a comprehensive overview of the content and function of radiation therapy technology. Student's cumulative retention of associated radiation therapy theory and practice will be determined through evaluation. Remediation will be provided as appropriate. 15 weeks of 2 hours per week at the clinical site. Prerequisite: Senior standing.

**RT 140. Radiation Therapy Clinical Education I. (4)**

A clinical course with emphasis on supervised application and evaluation of radio therapeutic treatment of various body systems to include skin, head and neck and central nervous system. 15 weeks of 21 hours per week at the clinical site.

**RT 141. Radiation Therapy Clinical Education II. (2)**

A clinical course with emphasis on supervised application and evaluation of radio therapeutic treatment of various body systems to include the respiratory and urinary systems. 4 weeks of 40 hours per week at the clinical site. Opportunities to reinforce previously required clinical skills will be provided. Prerequisites: RT 131, 132, 140 with a minimum grade of "C".

**RT 142. Radiation Therapy Clinical Education III. (3)**

A clinical course with emphasis on supervised application and evaluation of radio therapeutic treatment of various body systems to include the digestive, reproductive, endocrine, circulatory, and reticulo-endothelial systems, as well as soft tissue and pediatric neoplastic disease, and metastatic disease. Opportunities to reinforce previously acquired clinical skills will be provided. 8 weeks of 30 hours per week at the clinical site. Prerequisite: RT 141 with a minimum grade of "C".

**RT 143. Radiation Therapy Clinical Education IV. (4)**

A clinical course with emphasis on supervised application and evaluation of radio therapeutic treatment of various body systems to include the calculation of dose, safety procedures, applications of brachy therapy sources. Opportunities to reinforce previously acquired clinical skills will be provided. 15 weeks of 21 hours per week at the clinical site. Prerequisites: RT 133, 134, 142 with a minimum grade of "C".

**RT 151. Radiation Biology and Protection. (3)**

Study of the interactions of radiation with matter, biological effects of ionizing radiation, quantities and units, radiation protection of patient and health care personnel; exposure guidelines and monitoring. Three hours of lecture per week. Prerequisite: BI 120 or consent of Radiologic Technology Program Director.

**RT 171. Radiology Administration. (2)**

To provide insight into the various aspects of departmental administration. The student will have assignments which will require interviewing

various managers and physicians to get a better understanding of radiologic administration. Prerequisites: BU 120, 140; or consent of the Radiologic Technology Program Director.

**RT 172. Teaching Practicum in Radiologic Technology. (2)**

The student will have actual experience in the radiologic technology classroom setting. Assisted by the R.T. Program Director and in coordination with the hospital program director, the student will develop a course module, instruct in the classroom and evaluate results of instruction. Prerequisites: Senior standing and consent of the Radiologic Technology Program Director.

**RT 173. Educational Administration in Radiologic Technology. (2)**

Seminar and independent study of organization, accreditation, curriculum design and funding of educational programs for radiologic technologists. Students are required to submit a research paper covering one of these topics. Prerequisites: Senior standing and consent of the Radiologic Technology Program Director.

## **RESPIRATORY THERAPY (RP)**

Avila College offers an upward mobility program for students who have a two-year degree in Respiratory Therapy. Students must contact the major advisor prior to enrollment.

The candidate for the Bachelor of Science degree in Respiratory Therapy must be a registered or registry-eligible therapist, must meet the college general education requirements, and must complete the following degree requirements:

EN 50 or 61 or BU 90 (3)  
 CO 111 or 112 (3)  
 SO 112 or approved elective (3)  
 PY elective (3)  
 Statistics elective (3)  
 BI 122 (4)  
 CH 35 or 116 (8-9)  
 Computer Science elective (3)  
 RP 197 and 12 hours emphasis electives selected by the student and approved by the Program Director, Major Advisor, NAHSM Department Chair and the Academic Dean.

NO MINOR IS OFFERED.

### **RESPIRATORY THERAPY COURSES (RP)**

#### **RP 176. Clinic Specialty Training. (3)**

An individualized course to allow the competent practitioner to gain additional information and skills in selected areas of practice within respiratory therapy. Prerequisite: Consent of respiratory therapy advisor and program director.

#### **RP 180. Teaching Practicum. (3)**

A structured, supervised teaching experience within the respiratory therapy program for an individual preparing to be an instructor in the field. Course design and classroom and clinic instruction will be carried out. Prerequisite: Consent of respiratory therapy advisor and program director.

#### **RP 185. Management Practicum. (3)**

A structured and supervised experience in management within the respiratory therapy department and hospital management in general. Prerequisite: Consent of the respiratory therapy advisor and program director.

#### **RP 197. Seminar. (3)**

A discussion series of current topics in respiratory care plus an introduction to and study of the methods of patient

research in medicine. Prerequisite: Consent of the respiratory therapy advisor and program director.

## **SOCIAL WORK (SW)**

The candidate for the Bachelor of Social Work degree must complete all the general degree requirements as stated on page 35.

In addition to the general education requirements, the following courses in the Major must be completed.

#### **Social Work 42 hours**

SW 11 Introduction to Social Work (3)  
 SW 15 Social Welfare (3)  
 SW 121 Human Behavior in the Social Environment I (3)  
 SW 122 Human Behavior in the Social Environment II (3)  
 SW 140 Social Work Practice I (3)  
 SW 160 Social Legislation and Policies (3)  
 SW 178 Introduction to Research (3)  
 SW 180 Social Work Practice II (3)  
 SW 181 Field Instruction I (6)  
 SW 183 Social Work Practice III (3)  
 SW 184 Field Instruction II (6)  
 One course from a Special Interest Area (3): SW 130, SW 134, SW 137, SW 201.  
 Electives 22 Hours

#### **Humanities 27 hours**

#### **Math and Science 10 hours**

Natural Science: 7 hours in 2 areas including BI 20

#### **Social and Behavioral Sciences 27 hours**

Economics: 3 hrs. EC 51  
 Political Science: 3 hrs. PS 12 or 125  
 History: 3 hrs. HI 11  
 Psychology: 9 hrs. PY 11, 161, 162



Sociology: 9 hrs. SO 11; 130; and an elective (SO 78 recommended)

## **SOCIAL WORK COURSES (SW)**

### **SW 11. Introduction to Social Work. (3)**

This course is designed to provide the student with an overview of the fields of practice of social workers. Attention will also be given to the historical development of social work as a profession, current issues in the field, and the potentials of a career in social work. Forty-five hours of appropriate volunteer experience in a social service agency is a course requirement. No prerequisite. I.

### **SW 15. Social Welfare. (3)**

An analysis of policies and programs directed at specific social problems. A study of the growth and development of social welfare. Prerequisite: SW 11 or consent of the instructor. I and II.

### **SW 50. Field Experience. (1-3)**

All students are encouraged to participate in an observation experience in a social service agency early in their social work training and prior to enrollment in Field Instruction. This experience will broaden the student's view of social work and help the student make a decision as to professional practice in social work. 45 clock hours required per credit hour. Prerequisite: Social Work Majors only. I and II.

### **SW 121. Human Behavior in the Social Environment I. (3)**

Normal growth and development of the individual from childhood through old age within the social contexts of the family, group relationships and community structures. Prerequisites: SO 11 and PY 11. Social Work majors only. I.

### **SW 122. Human Behavior in the Social Environment II. (3)**

This course integrates content from prior courses and applies theoretical material to social work practice. Emphasis is placed upon the influence of institutional racism, sexism, ageism, and socio-economic class upon the growth, development and social functioning of the individual and family. This course will expand the professional self-awareness of the student in dealing with diverse client groups. Prerequisite: SW 121. Social Work majors only. II.

### **SW 125. Readings in Social Work. (1-3)**

Selected readings on social conditions and social problems as they relate to the field of Social Work. Prerequisite: Social Work Majors only. I and II.

### **SW 126. Special Topics in Social Work. (1-3)**

Seminars on current issues and topics in Social Work practice. No prerequisite.

### **SW 130. Services to Children and Families. (3)**

This course provides an overview of services to children and families, including child abuse, foster care, adoption; an emphasis on family functioning and dysfunctioning in relationship to children's services; an emphasis on the relationship of the family to sub-systems such as school, neighborhood and community. No prerequisite. Alternate years. I and II.

### **SW 134. Social Work in Health Settings. (3)**

This course will explore the role of the social worker in various health related settings such as hospitals, long-term care facilities, home health services and health maintenance organizations (H.M.O.'s). It will include an overview of

the social worker's position in the total health care system and the needs of the client in health related settings. No prerequisite. Alternate years. I and II.

**SW 135. Crisis Intervention. (3)**

The course will provide a theoretical framework from which to understand the dynamics, principles and application of crisis intervention techniques in helping situations with individuals and families. Social workers, police, nurses and other helping professionals will be provided the opportunity for expanding their self-awareness of their ability to handle crisis in their lives and of their potential effectiveness in crisis intervention situations.

**SW 137. Social Work in Religious Settings. (3)**

This course offers the student the opportunity to study the history and tradition of Judeo-Christian social work in the light of present day social work practice; to study the programs and services of religious or denominational agencies; and to study the impact that professional social work practice (values, knowledge and skills) provides for the religious setting. No prerequisite. Alternate years. II.

**SW 140. Social Work Practice I. (3)**

Students will be introduced to a generalist approach to social work practice which will emphasize problem-solving and systems models. Included will be the study of social work values and ethics which undergird and guide practice. In addition to two hours of classroom instruction, the course includes a two hour per week laboratory experience which deals with self-awareness, interpersonal communication and interviewing skills, and recording and reporting skills. Prerequisites: SW 11, 121 and SO 130 or consent of the instructor.

Social Work majors only. II.

**SW 160. Social Legislation and Policies. (3)**

A review and critical analysis of the factors that shape and form social legislation and social policy in the broad fields of social welfare. Emphasis will be placed on an understanding of the importance of social policy formation and implementation for the generalist social worker. Prerequisites: SW 15 and a minimum of six (6) hours of upper-division Social Work courses or consent of instructor. Social Work majors only. II.

**SW 170. Independent Study. (3)**

The student independently pursues an approved and directed in-depth study of a specific area of social service. Prerequisite: Social Work Majors only. I and II.

**SW 178. Introduction to Research. (3)**  
See SO 178.**SW 179. Research Practicum. (3)**  
See SO 179.**SW 180. Social Work Practice II. (3)**

This course is the second in a sequence of three social work practice courses utilizing a generalist approach to practice. Emphasis is placed upon the application of the knowledge and skills gained in SW 140 to social work practice theory relating to intervention with individuals, small groups and the family. In addition to two hours of classroom instruction, this course includes a two hour per week laboratory experience. This course will be taught concurrently with first semester of field instruction. Prerequisite: SW 140 or consent of instructor. Social Work majors only. I.

**SW 181, 184. Field Instruction I, II. (6, 6)**

All Social Work majors are required to fulfill a 600 clock hour field placement in a social service agency under the supervision of a professional social worker. Additionally, students attend a two-hour per week, on campus, field instruction seminar class that helps students integrate their field and classroom curricular components. Students are evaluated by field instructors after the completion of each 300 clock hours of work and a grade is then assigned. Prerequisites: SW 121, 140, 180 and 183 (which are taken concurrently). Social Work majors only. I, II.

**SW 183. Social Work Practice III. (3)**

This final course in the practice sequence builds upon SW 140 and 180 and expands a student's knowledge base in terms of providing beginning level professional service to organizations and the community. In addition to two hours of classroom instruction, this course includes a two hour per week laboratory experience. This course will be taught concurrently with second semester of field instruction. Prerequisites: SW 140, 180 or consent of instructor. Social Work majors only. II.

**SW 201. Working with the Elderly.**

(1-10)

See GS 201.

**SOCIOLOGY (SO)**

The candidate for the Bachelor of Arts degree in Sociology must complete all the general degree requirements as stated on page 35.

In addition to the general education requirements, the following courses in the Major must be completed.

**Major:** 38 hours in Sociology consisting of SO 11, 78, 79, 171, 172, 173, 174, 178, 179, 199 and 18 hours chosen from one of the five areas of emphasis described below:

**1. General Sociology.** 18 hours of upper-division sociology chosen from at least three of the following areas: II, III, IV, V and VI.

**2. Social Gerontology.** SO 201, Sociology of Aging; BI 201, Biological Processes and Aging; 5 hours selected from SO 129 (Older Women) and other SO 201 topics; 2 hours selected from other GS courses; 3 hour practicum; and 3 hours chosen from any other upper division sociology courses.

**3. Family.** SO 111, SO 114, plus 9 hours chosen from SO 154 Alternative Lifestyles; 129, Sociology of Housework, Female/Male Relationships, Power Relations in the Family, Dual Career Families; 201, Relations with Relatives, Being Married/Unmarried, Sex in Later Life; SW 130, Services to Children/Families; and 3 hours chosen from any other upper-division sociology courses.

**4. Women's Studies.** 12 hours selected from SO 129; 3 hours selected from other WS courses; and 3 hours of other upper-division sociology credits.

**5. Deviance.** SO 182, 183, 186, 187; 6 hours chosen from any other upper division sociology courses.

**Lower Division Course Offerings:**

SO 11. Introduction to Sociology  
SO 12. Social Problems in American Society

SO 21. Introduction to Anthropology  
SO 78. Quantitative Methods in Social Science

SO 79. Computer Applications in Social Science

**Upper Division Course Offerings:****Area I: Theory and Methodology**

- SO 171. Introduction to Theory Construction
- SO 172. Functional Theory in Sociology
- SO 173. Conflict Theory in Sociology
- SO 174. Symbolic Interaction/Exchange Theory in Sociology
- SO 178. Introduction to Research
- SO 179. Research Practicum
- SO 199. Seminar in Sociology

**Area II: Social Institutions**

- SO 111. The Family
- SO 112. Sociology of Health and Illness
- SO 114. Topics in Family Life
- SO 154. Topics in Sociology: Sociology of Religion, Political Sociology, Alternative Lifestyles, Sociology of Formal Organizations

**Area III: Minority Studies**

- SO 121. Racial and Ethnic Minorities
- SO 129. Topics in Women's Studies
- SO 201. Sociology of Aging
- SO 201. Topics in the Sociology of Aging

**Area IV: Social Dynamics**

- SO 130. Social Systems
- SO 132. Social Change
- SO 137. Social Inequality
- SO 138. Topics in City Life
- SO 154. Topics in Sociology: Population Studies, Social Biology, Popular Culture, Sociology of Work and Leisure

**Area V: Social Psychology**

- SO 161. Social Psychology
- SO 164. Collective Behavior and Social Movements
- SO 165. Topics in Social Psychology

**Area VI: Deviance**

- SO 182. Criminology
- SO 183. Juvenile Delinquency

- SO 186. Deviant Behavior
- SO 187. Topics in Deviance

**Minor:**

18 hours including SO 11 with at least 12 hours of upper-division sociology courses chosen from three different areas.

**SOCIOLOGY COURSES (SO)****SO 11. Introduction to Sociology. (3)**

An overview of the sociological perspective. The course emphasizes an understanding of everyday social reality and develops the student's ability to use sociological concepts to interpret social situations and social change. No prerequisite. I and II.

**SO 12. Social Problems in American Society. (3)**

Systematic examination of current social problems and issues rooted in the institutions of the American social structure. Such topics as racism, sexism, urban deterioration and ecological problems will be analyzed. No prerequisite. II.

**SO 21. Introduction to Anthropology. (3)**

See AN 21.

**SO 78. Quantitative Methods in Social Science. (3)**

An introductory course in applied statistical techniques used in social science. Topics include descriptive statistics such as measures of central tendency and measures of dispersion. Special attention will be given to a systematic discussion of some widely used inferential statistics such as Chi-square and regression. Prerequisite: Any college level course in mathematics. II.

**SO 79. Computer Application for Social Sciences. (3)**

An introduction to Statistical Package for the Social Sciences (SPSS). Prerequisite: SO 78 or equivalent. Alternate years.

**SO 111. The Family. (3)**

Examination of the major aspects of the family as a social institution; the current trends, changing nature, and possible developments of the family in the future. No prerequisite. I.

**SO 112. The Sociology of Health and Illness. (3)**

How various cultures and socio-economic groups view health and illness; how they deal with health problems; social factors in the epidemiology of disease; and how the current system of health care affects individuals. No prerequisite. I or II.

**SO 114. Topics in Family Life. (1-3)**

Sequence of three one-hour courses focusing on selected dimensions of contemporary family life. Some topics which are offered include: family in other cultures, parenting, divorce and remarriage. No prerequisites. Course offered alternate years. I or II.

**SO 121. Racial and Ethnic Minorities. (3)**

Study of dominant/minority relations in modern societies. Course content includes analysis of alternate sociological and psychological theories of prejudice, effects of minority status upon the individual and possibility for attitude and behavior change. No prerequisite. Course offered alternate years. I.

**SO 129. Topics in Women's Studies. (1-19)**

See WS/SO 129.

**Minority Women in American Society (1)****Women in Other Societies (1-3)****Women in Professions (1)****Women in Blue Collar Occupations (1)****The Sociology of Housework (1)****Socialization and the Roles of Women (1)****Women and Middle Age (1)****Older Women: Problems and Potentials (1)****Female and Male Relationships (1)****Power Relationships in the Family (1)****Dual-Career Families (1)****Women and Crime (1)****Legal Rights of Women (1)****Male Sex Roles (1)****Women, Men and Disease (1)****Women as Patients (1)****Women, Men and Power (1)****SO 130. Social Systems. (3)**

General analysis of systems theory with specific emphasis on the nature of the social system; the major types, and the process of change as it affects these systems. Prerequisite: SO 11 or SO 21. I.

**SO 132. Social Change. (3)**

Considers major sociohistorical theories of social change, consequences of change, modernization, and methods of promoting change in societies and organizations. Prerequisite: SO 11. Course offered in alternate years. II.

**SO 137. Social Inequality. (3)**

The bases and consequences of structured inequality in human societies. Primary emphasis is placed on economic inequality as expressed by social classes in American society. Prerequisite: SO 11 or SO 21. Course offered alternate years. II.

**SO 138. Topics in City Life. (1-3)**

Sequence of three one-hour courses



focusing on selected dimensions of life in contemporary American urban communities. Some topics which are offered include: suburban lifestyles, urban transportation problems, small town lifestyles, revitalizing the American city. No prerequisites. Course offered alternate years. I or II.

### **SO 154. Topics in Sociology. (3)**

Seminar on topics of current interest. Selected topics are listed below. Consent of instructor. I or II.

1. Population Studies
2. Culture & Society (See AN)
3. Sociology of Religion
4. Alternative Lifestyles
5. Social Biology
6. Formal Organizations
7. Popular Culture
8. Work and Professional Life
9. Sociology of Sports
10. Political Sociology

### **SO 161. Social Psychology. (3)**

Study of the formation, structure and functioning of groups including an analysis of group processes and group products in relation to the individual: attitudes, beliefs, perception of self and others. Prerequisites: SO 11 and PY 11. I and II.

### **SO 164. Collective Behavior and Social Movements. (3)**

First portion of course considers riots, panics, crazes, crowd behavior, rumor, and disaster research. Second half focuses on historical and analytic perspectives of protest movements. No prerequisite. Course offered alternate years. II.

### **SO 165. Topics in Social Psychology. (3)**

Seminar on topics of current interest in social psychology. Content variable. Prerequisite: SO 161.

### **SO 171-174. Sociological Theory. (1-4)**

#### **SO 171. Theory Construction. (1)**

An introduction to social science thinking, its elements and strategies. This course will include discussions of the scientific method, the many roles of theory and the role of formal theory construction in the development of sociological knowledge. Prerequisite: SO 11.

#### **SO 172. Functional Theory. (1)**

An introduction to various functional theories used in sociology, including structural functionalism, systems theory and organic positivism. A significant part of the class will relate these theories to contemporary social phenomena. Prerequisites: SO 11 and 171.

#### **SO 173. Conflict Theory. (1)**

An introduction to various conflict theories used in sociology, including Marxism, social Darwinism and reflexive sociology. A significant part of the class will relate these theories to contemporary social phenomena. Prerequisites: SO 11 and 171.

#### **SO 174. Symbolic Interaction/**

##### **Exchange Theory in Sociology. (1)**

An introduction to various symbolic interactionist theories used in sociology, including exchange theory, ethnomethodology, phenomenology and social action theory. A significant part of the class will relate these theories to contemporary social phenomena. Prerequisites: SO 11 and 171.

#### **SO 178. Introduction to Research. (3)**

Introduction to methodology and techniques; formulation of research problems; study design; hypotheses; sampling; measurement; questionnaire construction; interviewing and data collection; processing and tabulation;

analysis and interpretation; presentation of findings. Prerequisite: Consent of instructor. I and II.

#### **SO 179. Research Practicum. (2)**

Directed studies to provide opportunities for students to utilize their research and theoretical training by conducting a research study. Prerequisites: SO 178 and SO 78 (or equivalent). I and II.

#### **SO 182. Criminology. (3)**

An introduction to the study of adult criminal behavior. Uses theory and research to analyze the etiology, treatment and prevention of criminal behavior. No prerequisite. Course offered alternate years. I.

#### **SO 183. Juvenile Delinquency. (3)**

This course focuses on the causes, treatment and prevention of juvenile delinquency. Relevant theory and research will be utilized to evaluate the effectiveness of the current structure and function of the juvenile system in the corrections field. No prerequisite. Course offered alternate years. I.

#### **SO 186. Deviant Behavior. (3)**

Study of the nature, causation, social processes and consequences of deviance. Also considers social activities intended to control deviant behavior. Prerequisite: SO 11. II.

#### **SO 187. Topics in Deviance. (1-3)**

Seminar on topics of current interest in deviance. Some selected topics include: terrorism, victimization, violence in American society. No prerequisite. Course taught alternate years. I or II.

#### **SO 199. Seminar in Sociology. (2)**

Directed studies for sociology majors designed to help the student integrate the substantive, theoretical and methodological knowledge acquired in

previously taken sociology courses. Sociology majors only. II.

#### **SO 201. Introduction to Gerontology. (3)**

See GS/SO 201. II.

#### **SO 201. Topics in the Sociology of Aging. (1-13)**

See GS/SO 201.

#### **Mental Health and Aging (1)**

#### **Social Factors in Diseases of the Aged (1)**

#### **Issues in Health Care for the Aged (1)**

#### **Aging in Other Societies (1)**

#### **Practicum (1-3)**

#### **Relations with Relatives (1)**

#### **Being Married and Unmarried in Later Life (1)**

#### **Sexuality in Later Life (1)**

#### **Crime and Aging (1)**

#### **Aging and Retirement (1)**

#### **Drug and Drug Usage Among the Elderly (1)**

## **SPANISH (SP)**

No major or minor is offered.

#### **SP 11, 12. Basic Spanish I, II. (3, 3)**

Elements of the language; aural comprehension, oral ability, reading and writing of simple Spanish. Two hours a week laboratory period. For students beginning Spanish or presenting one unit of high school Spanish.

## **THEATRE (TR)**

#### **Degrees:**

Bachelor of Arts Degree in Theatre (B.A.)

Bachelor of Fine Arts Degree in Theatre (B.F.A.)

Bachelor of Fine Arts Degree in Musical Theatre (B.F.A.)

**Bachelor of Arts Degree (B.A.) Theatre**

The candidate for the Bachelor of Arts degree in Theatre must complete all the general degree requirements as stated on page 35.

An applicant seeking B.A. candidacy must obtain approval as a Theatre major in writing from the Theatre Board at close of sophomore year. P/F grades are not permitted with the Theatre major requirements.

In addition to the above-mentioned requirements, the degree candidate must also complete the following courses in the Major:

**Major requirements:**

CO 111; DA 16; EN 50, 141 or 145, and 155; TR 20, 21, 30, 40, 42, 50, 55, 70, 71, 90, 131, 140, 141, 156, 160 or 162, and 181.

Additional elective TR hours, if desired, up to 18 hours for a maximum of 60 hours.

**Bachelor of Arts Degree in Theatre (B.A.)****Performing Arts Management Concentration****Major requirements:**

BU 51, 52, 60, 110, 120, 140, 170, 181; CO 111; DA 120; EC 40, 51, 52; EN 50, 60, 61; MA 16; MU 120, 142.

(Additional elective hours required in MU - 6 hours.)

TR 40, 160, 161, 162, 163, 192, 198, plus 6 hours of elective in TR.

**Theatre Minor:**

TR 20, 40, 70, 71, 90, 140, 141, and 181.

**Theatre Education:**

For state certification with either B.A.

or B.F.A. degree, see Education and consult with advisor.

Other Minors are available from different areas of study. See theatre advisor for additional information.

**Bachelor of Fine Arts Degree (B.F.A.)  
THEATRE**

Acting  
Tech Theatre/Design  
Directing/Producing

**MUSICAL THEATRE**

In addition to the general educational degree requirements, the B.F.A. candidate complete the following:

- After the completion of 12 Avila semester hours, the candidate must submit to the Theatre Board a request in writing for B.F.A. candidacy.
- An Avila residency requirement of three (3) academic years is required. A student's previous work at an accredited college will be evaluated as a part of this residency requirement.
- P/F grades are not permissible in the B.F.A. major course requirements.
- Completion of at least 24 upper-division hours in the major at Avila. Minimum of six semesters at Avila for transfer students, eight semesters minimum for entering Freshmen, or departmental approval.
- Completion of a total of 92 semester hours in the major.
- A maximum of 75 hours in any single subject is allowed.
- The following courses in the major must be completed:

**Theatre**

Pre-professionally oriented.

Basic requirements:

CO 111; DA 16; EN 60, 141 or 145, and 155; MU 142; TR 20, 21, 30, 40, 50, 55, 70, 71, 90, 140, 141, 156, 192, and 198.

Areas of Concentration: (28 hours in each area)

**Acting**

TR 42, 72, 130, 131, 132, 170, 171, 172, 173, 174, 181, and 191.

**Tech Theatre/Design**

TR 120, 121, 125, 127 (6), 128, and 160; 7 hours practicum selected from: TR 122, 157, and 161.

**Directing/Producing**

TR 160, 162, 181, 191, 199; CO 112; BU 120. 7 hours practicum selected from: TR 122, 157, 161, 163, 175.

**Musical Theatre**

See MU section of catalog for specific requirements.

**THEATRE COURSES (TR)**

**TR 12. Introduction to Psychodrama. (3)**  
See PY 12.

**TR 20. Stagecraft. (3)**  
Introduction to scenery construction and the elements of theatrical design. II.

**TR 21. Lighting I. (3)**  
Introduction to the principles and theories of lighting stage productions. I.

**TR 25. New York Fine Arts Tour. (1)**  
See MU 25.

**TR 30. Functional Voice and Diction. (2)**  
Study of the physiology of the vocal ap-

paratus, sound formation. Lecture and lab sessions to insure proper training of voice and achieve voice mastery and power. I.

**TR 40. Theatre Appreciation. (3)**  
Designed for non-theatre and theatre majors. Facilitates the understanding and appreciation of drama as art form; a study of what is drama, its various genres, and social impact. Required introductory course for theatre majors. I.

**TR 42, 43. Fencing, Foil I & II. (1, 1)**  
Competition tactics/performance. Courses may be repeated for credit.

**TR 44. Stage Combat. (3)**  
Introduction to techniques of hand-to-hand choreographed combat and falls.

**TR 50. Stage Make-Up. (1)**  
Techniques in application of make-up for various character types and styles. Study of the structure of the face and its relationship to make-up.

**TR 55. Costume Techniques/Wardrobe Practices. (3)**  
Techniques of costume construction including a study of fabrics, color, fundamentals of pattern making; wardrobe practices and construction of costumes for stage productions. I.

**TR 70. Principles of Acting. (3)**  
Training in the basic elements of the performer's craft. Exercises and class projects to facilitate understanding of and sensitivity to a given theatrical situation. I.

**TR 71. Principles of Scene Work. (3)**  
Exploration of texts, language, and scenes. In-depth analysis of an action; experience in class presentations. Prerequisite: TR 70, or departmental approval. II.

**TR 72. Improvisational Theatre. (2)**

Exercises to ease physical and mental tensions so that the imagination and body will be stimulated to produce spontaneous and intuitive responses to improvisational situations. May be repeated for credit. I. Every third year.

**TR 90. Script Analysis/Directing****Principles. (3)**

Acquire skills in analyzing scripts with applications to directing fundamentals in lab experiential situations. Prerequisite: TR 70, 71. I.

**TR 112. Advanced Techniques in Psychodrama. (3)**

Prerequisite: TR 12. See PY 112.

**TR 120. Scene Design Concepts. (3)**

Principles and theories of scenic composition. Survey of architectural and scenic styles. Practice in model craft. Prerequisite: TR 45 or equivalent. Even years. II.

**TR 121. Scene Design Techniques. (3)**

Survey of theatre architecture. Study of the designer in a production organization. Practice in drafting and perspective drawing. Prerequisite: TR 45 or equivalent. Odd years. II.

**TR 122. Theatre Technical Practice. (1)**

Participatory stagecraft and production experience. May be repeated. Prerequisite: departmental approval. I, II.

**TR 125. Scenery-Prop Construction. (3)**

Advanced techniques in woodworking, painting, metal, fabric, and plastics. Prerequisite: TR 45 or departmental approval. Even years. I.

**TR 127. Advanced Design Project. (3)**

Advanced projects in principles and theory of design (scene/light/costume/sound) possible designing for

theatre productions. Prerequisite: departmental approval. May be repeated. I, II.

**TR 128. Advanced Lighting. (3)**

Advanced problems in stage lighting. Prerequisite: TR 46 or departmental approval. Even years. II.

**TR 129. Women and the Media. (1)**

See WS 129. Arranged offering.

**TR 130. Voice for the Professional. (2)**

Study of principles and lab work methods improving speech and diction. Prerequisite: TR 30. Every third year. I.

**TR 131. Oral Interpretation. (2)**

Designed to increase the student's ability to communicate prose, poetry and drama from the printed page to an audience. Emphasis on expanding the understanding and enjoyment of literature and an awareness of rhythm, verbal melody and emotional shading appropriate to the selection. Prerequisites: TR 30, 130 or departmental approval. Every third year. I.

**TR 132. Dialects/Accents. (2)**

Lab work in the study and application of rhythms, inflections that comprise regional dialects and flavors. Prerequisites: TR 30, 130 or departmental approval. Every third year. I.

**TR 133. Voice Training, Lessac Method. (3)**

A revolutionary visceral approach that enmeshes voice and speech with the emotional and physical energies of the individual. This synergism of energies enables the human voice to communicate every nuance of feeling and purpose.

**TR 136. Playwriting. (3)**

Basic techniques of writing for the



stage. Prerequisite: consent of the instructor. See EN 136.

**TR 140. History and Literature of the Theatre I. (3)**

Development of theatre and drama from Greek period to Elizabethan. I. Odd years.

**TR 141. History and Literature of the Theatre II. (3)**

Development of theatre and drama from Elizabethan period to present. Even years. II.

**TR 155. Costume Design Concepts. (3)**

Practice in a variety of rendering techniques; capture psychology of characters and interpret the play through line and color in costumes. Designing costumes as a part of the total production. Prerequisite: Departmental approval. Odd years. II.

**TR 156. History of Costume. (3)**

Survey of historical dress from the Egyptians to the present, with special emphasis on those periods most often used in theatrical productions. Even years. II.

**TR 157. Costume Practicum. (1)**

Participatory experience assisting design and execution of costumes for departmental production. Prerequisite: departmental approval. May be repeated. I, II.

**TR 160. Stage Management. (3)**

Techniques for stage managers in community and professional production. I.

**TR 161. Stage Management Practicum. (1-2)**

Experience gained by assuming stage manager or assistant stage manager duties for a departmental production. May be repeated. Prerequisite: Departmental approval. I, II.

**TR 162. Theatre Management. (3)**

Survey of business management in educational, community, and professional theatre. Even years. I.

**TR 163. Theatre Management Practicum. (1)**

Participatory experience in Goppert Theatre management for advanced students. Selected individual projects prepare students for future management situations. Prerequisite: TR 162. I, II.

**TR 170. Acting/Classical. (3)**

Analysis of period styles and projects in modes of acting from the Greeks through French Neo-classics. Prerequisites: TR 70, 71, or departmental approval. May be repeated for credit. Every third year. II.

**TR 171. Acting/Modern. (3)**

Analysis of period styles and projects in modes of acting from the Restoration through Modern. Prerequisites: TR 70, 71, or departmental approval. May be repeated for credit. Every third year. I.

**TR 172. Acting/Characterization. (3)**

Practice in character analysis and projects emphasizing characterization. Prerequisites: TR 70, 71, or departmental approval. May be repeated for credit. Every third year. I.

**TR 173. Acting/The Individual. (3)**

An advanced approach to individual needs and projects to demonstrate the actor's strengths. Prerequisites: TR 70, 71, or departmental approval. May be repeated for credit. Every third year. II.

**TR 174. Auditioning Techniques. (1)**

Study of preparatory steps for interviews, auditions, selection of material, proper dress, demeanor and media; resume and vitae writing; practical class projects. Every third year. II.

**TR 175. Rehearsal and Performance. (1)**

Solving acting problems under guidance in physicalization of attitude and emotion as revealed through work on productions. May be repeated. Prerequisite: departmental approval. I, II.

**TR 176. Summer Theatre Workshop.****(3-6)**

In Actors Laboratory Theatre, under departmental guidance, students act, direct, design, and light their own productions in working environments that culminate in public performances. Prerequisite: Consent of instructor. May be repeated for credit.

**TR 180. Children's Summer Theatre****Workshop: Avila Showtime. (3)**

A Day Center Theatre Workshop for children. Student advisors working with instructor plan and supervise the workshop culminating in public presentation. May be repeated for credit.

**TR 181. Children's Theatre Practices.****(3)**

Play production for the young audiences. Directing, designing, and performing. Participation in production possible. Every third year. I.

**TR 182. Creative Dramatics. (3)**

Methodology, techniques, and philosophy of working with children in creative dramatics programs with specifics for various age levels. (Lab work with children when possible.)

**TR 184. Speech for the Elementary School. (2)**

Procedures and techniques for teaching speech as an aid to the classroom teacher with or without special training in speech. Voice training, bodily activity, rhythm, curricular correlation, and extracurricular ac-

tivities. Arranged offering.

**TR 191. Advanced Directing. (3)**

Practical application of principles and directorial concepts in class/studio projects. Prerequisite: TR 90 or departmental approval. Odd years. II.

**TR 192. Production Co-op (3)**

All facets of production, their relationships and synthesis will be studied in order to achieve comprehensive understanding of how any particular production becomes a theatrical work of art. Prerequisites: TR 70, 71, and 90. Even years. II.

**TR 193. Directing Practicum. (1)**

Participatory experience gained by assuming the duties of Assistant Director for departmental production. Prerequisite: departmental approval. May be repeated. I, II.

**TR 195. Teaching of Speech/Theatre in the Secondary School. (2)**

Methods and materials for developing skill and proficiency in all types of speech and in specialized types of performance. Arranged offering.

**TR 196. Special Topics. (1-3)**

Special Topics relevant to Theatre will be the focus of group discussion and analysis. Topics and instructors to be listed in the class schedules. Arranged.

**TR 198, 199. Directed Studies/Tutorials I, II. (3, 3)**

This course is intended to fulfill the particular needs and interests of the student nearing graduation. The student will pursue, under faculty supervision, an advanced study project in the area of his choice. Prerequisite: departmental approval. I, II. Each course may be repeated for credit with departmental approval. I, II.

**TR 201. Therapeutic Uses of Drama. (1)**  
See GS/TR 201.

## **THEOLOGY (TH)**

The candidate for the Bachelor of Arts degree in Theology must complete all the general degree requirements as stated on page 35.

In addition to the general education requirements, the following courses in the Major must be completed.

### **Major:**

Twenty-seven hours in theology to be chosen with the approval of the major advisor.

### **Minor:**

Eighteen semester hours in theology to be chosen with the approval of the minor advisor.

For persons not enrolled in a degree program, a certificate of major equivalence will be awarded for the required twenty-seven semester hours, or a certificate of minor equivalence for the required eighteen semester hours.

## **THEOLOGY COURSES (TH)**

### **TH 18. Introduction to the Old Testament. (3)**

This course focuses upon the essential stories of Israel retold in successive moments of crisis when faced with problems of self-identity. Therefore, the course considers the formation and reformation of Biblical traditions as reactions to critical moments in the history of Israel.

### **TH 19. Biblical Wisdom and Modern Man. (3)**

The "Reality of Life" as Israel saw it. By

viewing the "netherside" of Israelite traditions, we will make a study of how the sages worked at the task of ordering HUMAN world. From a God-centered viewpoint, we will take a MAN-CENTERED perspective in following Job, Quohemoth, Ben-Sirach and the lovers in SONG OF SONGS.

### **TH 20. Bible as History. (3)**

The History of Israel, an encounter with her Lord, Yahweh, is her interpreted story recalled in cultic recitation. A consciousness of historical reality with a beginning and a destiny Israel alone developed. Importance will be given to the Patriarchal Cycle, to the freedom movement of the Exodus, to the rapid evolution of the Jerusalem kingship—itsself a semi-pagan urban system—to the destruction of the nation and the consequences.

### **TH 21. Bible as Literature. (3)**

Scripture functions as the vehicle for God's communication of Himself to Church and Synagogue. This experience of God is handed down to modern man as the Literature of Israel wherein the Father of Jesus Christ is encountered in song and saga, parable, proverb and poem, all stamped by the characteristics peculiar to the culture of the times, to the pathos and ethos of their authors.

### **TH 22. The Three Gospels: Matthew, Mark, Luke. (3)**

This course is a study of the words and deeds of Jesus of Nazareth as recorded by Matthew, Mark, and Luke in order to grasp the meaning of the life of Jesus Christ. In this study consideration is given to authorship and sources, form criticism and redaction criticism. Moreover, certain Old Testament themes will be considered in order to understand Jesus as the fulfillment of the Old Testament.

**TH 23. The Letters of Paul. (3)**

St. Paul is one of the first and greatest Christian thinkers and writers. This course is designed to study Christ in the Theology of Paul. Through his letters, the Church of the apostolic age and the twentieth century are able to glimpse the problems and difficulties, the triumphs and failures, of second generation Christians. Each letter is studied in its chronological sequence and those passages most characteristic of the letter are studied intensively so as to provide a base for the theological synthesis.

**TH 24. The Gospel of John. (3)**

In disturbed and confused times, man seeks something to stand in awe of. This course will emphasize the study of John's Gospel from the perspective of the signs and wonders wrought by Jesus. Among the signs to be studied will be: changing of water into wine, multiplication of the loaves, and the raising of Lazarus. The course will also stress how to develop the experience of awe and wonder in students of today.

**TH 48. Jesus Christ. (3)**

"Who is Jesus Christ?" is a question many are asking today. This course will attempt to provide answers to this question through a study of (1) the early Christological Church Councils; (2) the new and improved understanding of the scriptural data about Jesus; and (3) the Christological thought of modern and contemporary theologians.

**TH 109. Catholic Theology of Human Existence. (3)**

Persons, their relationship to God, to themselves, and to their fellow human beings, will be considered in the context of the theology of Vatican II. A brief investigation of the historical

development of this theology will be made. Finally, a practical and plausible religious program for daily living will be offered.

**TH 122. The Existence of God. (3)**

This course will present the classical and contemporary arguments for establishing God's existence. It will also discuss classical and contemporary concepts of God. See PL 122.

**TH 129. Women in Scripture. (1)**

See WS/TH 129.

**TH 131. The History of Christianity (3)**

This course will explore the origins and developments of Christianity in the context of the contemporary person.

**TH 158. Love, Sex and Marriage. (3)**

See PL 158.

**TH 170. Ethical Situations in Health Care. (3)**

This course will consider the major issues affecting human health and the extensive and ever-expanding health care profession from a medical-ethical and bioethical perspective. Detailed ethical questions are difficult to solve and are best approached with circumspection and willingness to consider all positions before drawing conclusions. Solutions based on several value systems will be discussed. The moral overview will be based on the Catholic value system.

**TH 191. Business Ethics. (3)**

See PL 191.

**TH 197. Independent Study. (2-3)**

Approved and directed in-depth study of a specific area of theology, according to student need and interest. Limited to majors.

**TH 198. Junior-Senior Seminar. (3)**

Selected topics for review and study in Religious Studies-Education. This course is required for all majors.

**TH 199. Practicum. (3)**

Period of actual experience in one of the specialized areas of religious education, with departmental guidance and supervision.

**WOMEN'S STUDIES (WS)**

No major offered.

**Minor:**

Eighteen hours in Women's Studies to be chosen with the approval of the advisor.

**WOMEN AND WORK. (1-5)****WS/PA 129. Women and Management. (2)**

The thrust of this course is on the unique problems encountered by women managers, supervisors and task leaders; assesses techniques of dealing with such problems, administrative decision-making and conflict resolution procedures. No prerequisite.

**WS/SO 129. Women in Professions. (1)**

A study of women's positions in American professions in order to achieve an understanding of the realities and analytical problems facing the professional woman as well as a prognosis for the future. No prerequisite.

**WS/SO 129. Women in Blue-Collar Occupations. (1)**

An examination of the unique experiences of women in blue-collar jobs. These include discrimination and sexual harassment. Also discussed is the future of full-time employment for women in blue-collar professions. No prerequisite.

**WS/SO 129. The Sociology of Housework. (1)**

This course examines work in a special setting, the home. Topics include the division of labor in the home, differences between housework and other types of full-time employment, and alternative forms of housework. No prerequisite.

**WOMEN THROUGH THE LIFE CYCLE. (1-3)****WS/SO 129. Socialization and the Roles of Women. (1)**

Analysis of the socialization and education of the American female, the consequences of this socialization and the roles women traditionally perform and may perform in the future. No prerequisite.

**WS/SO 129. Women and Middle Age. (1)**

An exploration of the life experiences of middle-aged women. Much of the course will discuss various transitions in roles women experience as they age. Topics include the personal, family and career lives of middle-aged women. No prerequisite.

**WS/SO 129. Older Women: Problems and Potentials. (1)**

Examines the effects of aging, biological and psychosocial, on women. Special emphasis on social status of aged women; economic security; employment, retirement, income maintenance. No prerequisite.

**WS/HI 129. Topics in Women's History. (1-3)**

Covers the history of the image of women in America and the history of the feminist movement in the United States. No prerequisite.



**WOMEN AND THE LAW. (1-3)****WS/PS 129. Women in Politics. (1)**

Study of the basis of female participation in the American political process; who participates and why; political issues relevant to American women; legal rights of females; power and minority status. No prerequisite.

**WS/SO 129. Women and Crime. (1)**

Study of deviancy patterns among women; types of deviancy; characteristics of the female offender; encounters with the criminal justice system; rehabilitation patterns. No prerequisite.

**WS/SO 129. Legal Rights of Women. (1)**

Exploration of the current issues surrounding women's rights. Topics include credit rights, employment rights, procreation rights, political (citizen) rights, etc. No prerequisite.

**WOMEN IN THE FAMILY. (1-2)****WS/SO 129. Female and Male Relationships. (1)**

After examining a wide variety of female and male relationships, this course will focus on topics such as abrupt and gradual transitions in a relationship, the emergence of relationships, and the breakdown of female and male relationships. No prerequisite.

**WS/SO 129. Dual-Career Families. (1)**

This course examines those family situations where both parents work outside of the home. Topics include the consequences of a dual-career family style on children and adults, housework in a dual-career family, and power relationships in a dual-career marriage. No prerequisite.

**WOMEN AND HEALTH. (1-2)****WS/SO 129. Women, Men and Disease. (1)**

This course will examine the gender differences in disease and death. Among the topics will be the determinants of these differences and the consequences of these differences for women and men. No prerequisite.

**WS/SO 129. Women as Patients. (1)**

This course examines the illness experiences of women. Much of the course will focus on the illness behavior of women. Specific topics include the perception of illness by women, relations between female patients and practitioners, and the use of health services by women. No prerequisite.

**BIOLOGICAL CONSIDERATIONS OF HUMAN GENDER AND SEXUALITY. (1-3)****WS/BI 129. Biological Considerations of Gender Differences. (1)**

An examination of physical and hormonal differences between men and women. Other topics include gender determination, sexual abnormalities, and differences in development and disease susceptibility. No prerequisite.

**WS/BI 129. Human Sexuality. (1)**

This course examines the biological basis of human sexuality. Topics include sexual development, mechanisms, and the physical and functional aspects of males and females. No prerequisite.

**WS/BI 129. Human Inheritance. (1)**

An examination of basic human genetics with emphasis on normal hereditary patterns. Common genetic abnormalities will also be discussed. No prerequisite.

**WS/SO 129. Women, Men and Power. (1)**

An examination of the uses of power by women and men in a variety of settings. Topics include power in marital relationships, sexual relationships and working relationships. No prerequisite.

**WS/SO 129. Minority Women in American Society. (1)**

A study of the female's traditional and changing roles in various minority groups (religious, economic, racial, ethnic) in American society. No prerequisite.

**WS/SO/AN 129. Women in Other Societies. (1-3)**

Examination of women's roles in various societies including cross-cultural comparisons. No prerequisite.

**WS/SO 129. The Male Sex Role. (1)**

An examination of the male sex role in the United States. Of particular attention is the socialization of the American male, the consequences of this socialization, and the elements of the male sex role today and in the future. No prerequisite.

**WS/EN 129. Women and Men in Literature. (1-3)**

Discussion of novels, short stories, poetry, and drama that deal with men's and women's changing roles in life, their psychological motivations, and their struggles to understand self and realize individuality. This course will be taught in three mini-sections that may be selected independently. No prerequisite.

**WS/PY 129. Psychological Aspects of Being Female. (3)**

Exploration of the psychological factors contributing to female needs and personality traits. The personal assets and strains associated with female psychology will be related to students'

personal experiences. No prerequisite.

**WS/TH 129. Women in Scripture. (1)**

Contrary to common belief, past cultures have produced their fair share of liberated women. This course will study the lives and accomplishments of some of the liberated women of the Old and New Testaments. No prerequisite.

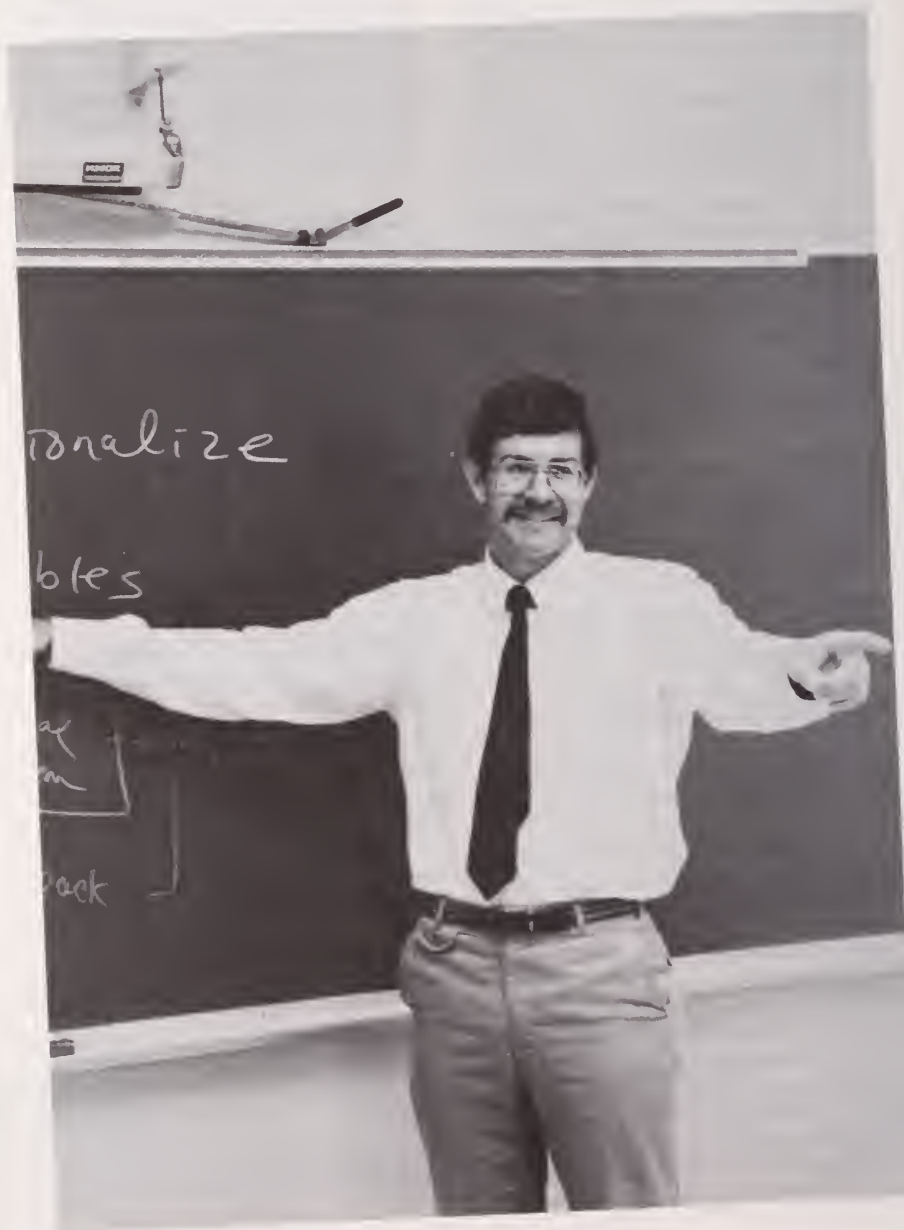
**WS/TR 129. Communication Between the Sexes. (1)**

An exploration of the differences in communication styles by women and men. How these differences affect interpersonal relationships, working together, and success. No prerequisites.

**WS/TR 129. Women and the Media. (1)**

A cursory study of women's rise and influence in theatre and television—from historical rejection to modern acceptance; her expanding presence and power in a "viewing" world will be considered by noting her shift from merely artistic endeavors to administrative positions, to writing and newscasting, among others. No prerequisite.

## GRADUATE PROGRAMS



# MASTER OF BUSINESS ADMINISTRATION (MBA)

## Concentrations:

- Accounting
- Finance
- General Management
- Human Resources
- International Business
- Management Information Systems
- Marketing
- Operations

The MBA program provides preparation for men and women to assume administrative positions in a broad range of business and other types of institutions within our society. A student with a bachelor's degree in any academic discipline may enroll in Avila's MBA program.

## Admission Requirements

Admissions requirements for the MBA program are a baccalaureate degree from an accredited institution and at least 1000 points based on the formula:  $200 \times \text{the GPA on the last 60/90 semester/quarter hours (4.0 system)}$  plus the GMAT score. Foreign students should have a minimum 450 score on the GMAT examination and a minimum 550 score on the TOEFL test. Students not meeting these requirements may petition for admission.

## Candidacy Status

Upon having satisfied all admission criteria identified above and having completed nine (9) hours of graduate work with a grade point average of 3.0 or better, the student must apply for candidacy status. Only students approved for candidacy status will be permitted to continue in the degree program.

## Requirements for Graduation

All study programs shall require at least 24 hours of foundation courses associated with an education for business. This requirement may be met with a combination of undergraduate and graduate work. Additionally, the MBA student must complete at least 24 hours of additional graduate courses. Each program must involve a minimum of 30 total graduate hours of which 24 hours are open exclusively to graduate students. A maximum of six (6) graduate hours may be transferred from another accredited institution.

All concentrations, except accounting, require the completion of 9 hours of work in an area of concentration beyond the foundation level. The accounting concentration requires 12 hours. Principal graduate courses otherwise required may be counted in this 9-hour requirement when relevant to the concentration selected. All students must file an application for degree in accordance with guidelines set forth by the College. A 3.0 grade average is required in graduate courses.

Starting with the 1988 Fall Semester all graduate students are required to complete a comprehensive examination near the end of their study programs.

## Credit Hours and Grading System

Grades	Points Per Semester Hour
A Excellent	4
B Good	3
C Minimum Pass	2
F Fail	0

Any incomplete (I) grade in a graduate Independent Study or Research course not completed for evaluation by the first day of the second session or

semester following the one in which the student initially enrolled will be changed to a withdrawal (W). In order to extend the time for completing the work, the student must again enroll in the course and pay the tuition.

### **The Curriculum**

The specific courses required of a particular student in completing the program depends on his or her prior educational background and the specific concentration selected. Courses may be classified as prerequisite, foundation, and principal courses.

### **Prerequisite Courses**

Required of all students:

College Algebra (MA 16)

Required in specific concentrations:

Management Information Systems  
(Two semesters of computer language(s).

International Business

(Two years of a second language)

### **Accounting**

Six specific accounting courses:

Intermediate Accounting I (BU 152)

Intermediate Accounting II (BU 153)

Cost Accounting (BU 151)

Tax Accounting (BU 154)

Auditing (BU 157)

Advanced Accounting (BU 158)

### **Foundation Courses**

Foundation courses may be satisfied by previous undergraduate work.

Financial Accounting (BU 350)

Economic Concepts (EC 350)

Statistical Analysis (EC 340)

Quantitative Analysis (EC 341)

Business Legislation (BU 310)

Management Processes (BU 420)

Marketing Management (BU 481)

Financial Management I (BU 470)

### **Principal Courses**

Principal graduate courses are required in all or most concentrations, particularly the programs of students with undergraduate business degrees.

Organization Behavior and

Development (BU 494)

Organization Policy and Strategy

(BU 495)

Business, Government and Society

(BU 435)

Marketing Strategy (BU 489)

Financial Management II (BU 475)

Management Seminar (BU 428)

Aggregate Income Analysis (EC 451)

or Managerial Economics (EC 452)

Managerial Accounting (BU 450) or

Management Information Systems

(BU 467)

## **GRADUATE COURSES IN BUSINESS ADMINISTRATION**

See Economics course listing for descriptions of Economics courses in the MBA program.

### **BU 310. Business Legislation. (3)**

A study of the legal issues inherent to business transactions.

### **BU 350. Financial Accounting. (3)**

An introduction to accounting concepts and procedures.

### **BU 415. Insurance Fundamentals. (3)**

Study of risk and methods of pooling or shifting losses among a group; no credit for those who have completed an equivalent introductory course in insurance. Prerequisites: BU 470, EC 340, EC 350.

### **BU 418. Real Estate Fundamentals. (3)**

An analysis of urban economics and real estate fundamentals. This course not available for credit by persons who have already completed an equivalent



course in real estate. Prerequisites: BU 310, BU 350, BU 470, and EC 350.

**BU 420. Management Processes. (3)**

An overview of management processes performed in complex organizations.

**BU 425. International Business. (3)**

Introduction to the special problems associated with doing business in an international environment. Prerequisites: BU 420, BU 470, BU 481, or equivalents.

**BU 428. Management Seminar. (3)**

Analysis of special problems, trends, and developments in areas of general management. Prerequisites: BU 420 or equivalent.

**BU 435. Business Government and Society. (3)**

A review of the basic means-ends relationships which exist among society's goals and the various units comprising the economic and political systems, with special emphasis given to ethical behavior. Prerequisite: EC 350.

**BU 440. Human Resources Management I. (3)**

An examination of the impact of human resources management policies on the organization. Prerequisite: BU 420 or equivalent.

**BU 441. Human Resources Management II. (3)**

An extension of BU 440 with an emphasis on reward and work system policy areas. Prerequisite: BU 420.

**BU 442. Industrial Relations. (3)**

Contemporary union-management relations are examined with the labor movement as a background. Prerequisite: BU 420.

**BU 450. Managerial Accounting. (3)**

A study of accounting concepts as applied in manufacturing and merchandising firms emphasizing analysis of financial statements and managerial use of cost data. Prerequisite: BU 350 or equivalent.

**BU 451. Advanced Cost Accounting. (3)**

A study of additional cost accounting techniques, emphasizing advanced applications. Prerequisite: BU 151 or equivalent.

**BU 455. Advanced Tax Accounting. (3)**

An advanced study of federal income taxation of business entities, with an introduction to tax research. Prerequisite: BU 154.

**BU 456. Taxation and Decision Making. (3)**

A discussion of aspects of individual, partnership, corporate, and estate taxation, emphasizing tax planning. It is designed for the nonaccounting major and is not open to students who have completed BU 154, BU 155, or BU 455. Prerequisite: BU 350 or equivalent.

**BU 457. Advanced Auditing. (3)**

Emphasis is given to techniques used in arriving at audit decisions and the practical implementation of such audit decisions. Prerequisite: BU 157 or equivalent.

**BU 459. Advanced Accounting Theory. (3)**

An evaluation of accounting theory in relation to user satisfaction, emphasizing resource flows, asset valuation, and accounting history. Prerequisite: BU 153 or equivalent.

**BU 460. Production/Operations Management. (3)**

A study and analysis of methods and techniques utilized in managing the

operations function. Prerequisites: BU 420, EC 340, EC 341, EC 350, or equivalent.

**BU 465. Procurement Management. (3)**

A study of procurement management and an analysis of problems associated with the purchase of a wide variety of industrial products and services. Prerequisites: BU 420, EC 340, EC 341, EC 350, or equivalents.

**BU 467. Management Information Systems. (3)**

Designed to assist students in developing the ability to determine an organization's information needs, to relate key organizational decisions to their underlying sources of data and to evaluate overall information systems. Prerequisites: BU 350, BU 420, BU 470, BU 481, or equivalents. BU 450 recommended.

**BU 468. Data Systems Management. (3)**

This course deals with the development and maintenance of a highly integrated, but flexible, collection of computer files that are cross-referenced in a manner that minimizes duplication of data within the total management information system of an organization. Prerequisite: Two semesters of computer language.

**BU 469. Design and Analysis of Information Systems. (3)**

This course deals with the analysis, design, and development of a computer information system as a set of interrelated, interacting components functioning together as an effective unit to achieve specific results. Prerequisite: Two semesters of computer language.

**BU 470. Financial Management I. (3)**

A study of the principles of financial management and the application of

those principles to major financial management decisions. Prerequisites: BU 350, EC 340, EC 350 or equivalents.

**BU 472. Financial Markets and Institutions. (3)**

An analysis of the role of major financial entities in promoting capital formation, funds flow, and risk management. Prerequisite: BU 470 or equivalent.

**BU 475. Financial Management II. (3)**

Develops students' understanding of issues in financial management through application of finance principles via case studies. Prerequisite: BU 470 or equivalent.

**BU 476. Advanced Security Analysis. (3)**

A study of techniques for evaluating investments in common stock, preferred stock, corporate bonds, and government bonds. Prerequisite: BU 470 or equivalent.

**BU 478. Finance Seminar. (3)**

Research, presentation and discussion of current topics and specific problems in finance. Prerequisites: BU 470, BU 475 or equivalents.

**BU 481. Marketing Management. (3)**

An introduction to the fundamentals of marketing management and strategy formulation with special emphasis on segmenting markets and research, product, pricing, promotion, distribution, and channel or place decisions. Prerequisite: EC 350 or equivalent.

**BU 483. Promotion Management. (3)**

Analysis of consumer and buyer behavior and the study of personal selling, advertising, sales promotion, and publicity as they relate to structuring a balanced promotional mix and a marketing communication system. Prerequisite: BU 481 or equivalent.

**BU 485. Marketing Channel Management. (3)**

Analysis of factors basic to the development of problems associated with maintaining direct and indirect channels of distribution and the development of physical distribution systems. Prerequisite: BU 481 or equivalent.

**BU 486. Product and Pricing Strategies. (3)**

Analysis of problems associated with the development and commercialization of products and alternative pricing strategies utilized at various stages of product/brand life cycle. Prerequisite: 481 or equivalent.

**BU 487. Marketing Analysis. (3)**

Analysis of the techniques and methods utilized in planning, executing, and reporting results of marketing research in a managerially useful manner. No credit for those who have completed BU 187 or equivalent. Prerequisites: BU 481 & EC 340 or equivalents.

**BU 489. Marketing Strategy. (3)**

Analysis of problems associated with the development, execution, evaluation, and redirection of marketing programs, plans, and strategies in a wide range of organizations. Prerequisites: BU 481, EC 350 or equivalents.

**BU 494. Organization Behavior Development. (3)**

The study of the structure, individual and group behavior, and development of organizations. Prerequisite: BU 420 or equivalent.

**BU 495. Organization Policy and Strategy. (3)**

A capstone course, taken preferably in the last semester of study, that synthesizes learning through case

analysis and simulation of organization management. Prerequisites: BU 420, BU 470, BU 481, or equivalent.

**BU 496. Independent Study in Business. (3)**

Independent study of an approved topic not parallel with the content of any other course offering.

**BU 497. Business Research. (3)**

Independent research resulting in the completion and defense of a master's thesis. This is an optional course not required for MBA students.

**GRADUATE COURSES  
IN ECONOMICS****EC 340. Statistical Analysis. (3)**

An introduction to basic statistical techniques which involves methods of collecting and analyzing data with an emphasis on inferential statistical techniques used for hypothesis testing and decision making. Prerequisite: MA 16 or equivalent.

**EC 341. Quantitative Analysis. (3)**

An introduction to quantitative analysis techniques needed to apply models to situations in business and economics. Prerequisites: BU 350, EC 340, EC 350, MA 16 or equivalents.

**EC 350. Economic Concepts. (3)**

An introduction to fundamental macroeconomic and microeconomic concepts which provide the background for economic analysis.

**EC 440. Business and Economic Forecasting. (3)**

An analytical approach to developing a forecast for the economy and its relationship to forecasting industries' and firms' market potential. Prerequisite: EC 350 or equivalent.

**EC 451. Aggregate Income Analysis. (3)**

An analysis of macroeconomic variables and models from the viewpoint of how business fluctuations and external economic variables impact business decision making. Prerequisite: EC 350 or equivalent.

**EC 452. Managerial Economics. (3)**

Study of microeconomic analysis and models relevant to a broad cross section of decision within the business firm. Prerequisites: EC 341, EC 350, or equivalents.

**EC 496. Independent Study in Economics. (3)**

Independent study of an approved topic not parallel with the content of any other specific course offering.

**EC 497. Economic Research. (3)**

Independent research resulting in the completion and defense of a master's thesis. This is an optional course and not required for MBA students.

## GRADUATE PROGRAM IN EDUCATION

The purpose of the Master of Science degree in Education is improvement of teaching. With its generalist emphasis, the degree is suitable for both elementary and secondary teachers.

**Admission Requirements:**

The applicant seeking admission to the program must:

1. Have a bachelor's degree from an accredited institution,
2. Have completed all parts of the written application,
3. Submit two official transcripts of all previous college work,

4. Have a grade point average of 3.0 on a 4.0 scale for at least the last 60 hours of undergraduate work,
5. Have taken either the Graduate Record Examination or the Miller Analogies Test and have the scores forwarded to the Department at the time of application,
6. Have earned a teaching certificate in one or more areas.

**Requirements for Program Completion:**

The Master's degree in Education requires a minimum of 36 hours of coursework. A maximum of 6 hours of transfer credit is allowed upon approval of the Graduate Studies Committee. To maintain full enrollment, the student must carry a 3.0 average in coursework. The student who is nearing the end of coursework or who has finished courses will make arrangements for the final Oral Examination. Contact the Director of Graduate Studies for application materials.

Required Courses: 401, 402, 403 or 406 or 407, 417, 420, 484, 487, 498, 499, and 9 hours of approved electives.

**ED 401. Statistics. (3)**

See PY 401. I.

**ED 402. Research Design and Review of Related Literature. (3)**

See PY 402. II.

**ED 403. Microcomputers in Education. (3)**

An introduction to educational uses of microcomputers including: CAI, programming in BASIC, word processing, record keeping, selection of software, and organization of computer uses in the school. Fee required. I, S.

**ED 406. LOGO. (3)**

Introduction to programming using LOGO for teachers. Methods and techniques for teaching LOGO will be

covered as well as ways of using LOGO to improve students' problem solving skills and programming techniques. Fee required. I, S.

**ED 407. Structured BASIC for Educators. (3)**

A hands-on approach to learning programming in structured BASIC especially designed for teachers. S.

**ED 417. Behavior Management Theories and Techniques. (3)**

The course will study theories, techniques and current research concerning behavior management in classrooms and related clinical settings. Each student will design and implement a project utilizing behavioral techniques. II.

**ED 420. Advanced Curriculum Development. (3)**

Exploration of the basic concepts, terminology, philosophy and current research in curriculum planning; application of these factors both in class projects and teaching situations; exposure to and analysis of curricula of various school districts. I.

**ED 475. Individual Intelligence Assessment. (3)**

See PY 475. I.

**ED 484. School Improvement: Teaching Effectiveness. (2-5)**

Advanced study and implementation of learning theory, including motivation, reinforcement, lesson design, transfer, practice, and higher level thinking skills. I.

**ED 487. Problem Solving. (1-6)**

Methods and techniques of enhancing students' problem solving abilities will be experienced first-hand through the content of mathematics. Alternative classroom organizational method will be presented. S.

**ED 490. Independent Study Course. (1-3)**

This course will give the student an opportunity to pursue a course of study independently through reading, study and research. One, two or three hours of credit may be earned; a student may apply no more than three credit hours under this course number toward his degree. I, II, S.

A. Field Work

B. Research and Clinical Application

C. Directed Readings

**ED 495. Special Topics in Education. (1-3)**

Topics of research and study will be chosen under adviser's approval. I, II, S.

**ED 498. Learning and Motivation. (3)**

See PY 498. I.

**ED 499. Seminar and Practicum: Issues and Trends in Education. (3)**

Examination of current issues related to teaching, learning and schooling and demonstration of effective teaching/learning practices within the actual school setting. II.

## **GRADUATE PROGRAM IN PSYCHOLOGY: MENTAL HEALTH SERVICES**

The purpose of the Master of Science degree in Mental Health Services is to prepare students to work in psychological health care delivery. The degree is clinically oriented and has two practicum experiences. It is, in its requirements, a generalist degree, which the alert student can shape toward specific interests through personal initiative and practicum placement.



### Admission Requirements

The applicant seeking admission to the program must:

1. Have a bachelor's degree from an accredited institution
2. Have completed all parts of the written application
3. Submit two transcripts of all previous credits, from any and all institutions
4. Have a grade point average of 3.0 on a 4.0 scale for at least the last 60 hours of undergraduate work
5. Have completed undergraduate General Psychology, Abnormal Psychology, and any two of the following:
  - Theories of Personality
  - Child/Adolescent Psychology or Human Growth and Development
  - Learning and Motivation
  - Theories of Psychotherapy
  - Psychology of Personal Adjustment
  - Social Psychology
6. Have taken either the Graduate Record Examination or the Miller Analogies Test and have the scores forwarded to the Department at the time of their application.

### Requirements for Program Completion

The Master's degree carries a minimum of 42 hours of coursework and will be longer for some applicants with less background in psychology. A maximum of 6 hours of transfer credit is allowed. To maintain full enrollment, the student must carry a 3.0 average in coursework.

The Beginning Practicum must be completed successfully before a student may enroll in Second Practicum; the Second Practicum includes a 275 hour placement with outside evaluation which must be favorable for completion of the degree. The student who is nearing the end of coursework or who has finished courses will make ar-

rangements for the Oral Examination. See advisor for the complete Graduate Handbook.

### Required Courses:

PY 401, 402, 415, 421, 431, 475, 478, 488, 491, 493, 497, 498, and 6 hours electives.

### GRADUATE COURSES IN PSYCHOLOGY

#### PY 401. Statistics. (3)

Designed to be an introductory course in statistical analysis. Emphasis will be on practical methods as well as on theory. Specific topics may include central tendency, variability, correlation, regression, hypothesis testing and analysis of variance. I.

#### PY 402. Research Design and Review of Related Literature. (3)

The course will study appropriate research design models in education and psychology. Research designs emphasizing both traditional and behavioral models will be presented. Prerequisite: PY 401. II.

#### PY 415. Theories and Techniques of Communication. (3)

Designed to refine communication skills for the pre-practicum level student, this course will include both didactic and experiential components. Emphasis will be on listening skills, relationship building and clinical interview technique. Students will be expected to serve as practice clients for practicum level students during the semester. I.

#### PY 417. Behavior Management Theories and Techniques.

See ED 417. I.

#### PY 421. Personality Development. (3)

This course will compare and contrast the major themes of childhood and

adolescent personality development. Constructs from the psychoanalytic, cognitive, behavioral and humanistic movement will be employed to analyze children's adjustment from birth to early childhood to adolescence. I.

#### **PY 431. Family Systems: Theory & Treatment.**

The purpose of this course is to survey the fundamental processes of systems functioning and application of general theory to specific theoretical formulations of family development, family pathology and therapeutic interventions with disordered families. Major topics include normal family development, general systems concepts such as homeostasis, hierarchy and feedback loops, historical/psychodynamic theory, and a systematic investigation of particular approaches to family function/dysfunction utilizing multigenerational viewpoints and various structural and strategic models.

#### **PY 475. Individual Intelligence Assessment. (3)**

This course will qualify the student to administer a series of individual intelligence tests such as the Wechsler Adult Intelligence Scale, Wechsler Intelligence Scale for Children (revised), and Wechsler Pre-school and Primary Scale of Intelligence. The student will learn to interpret the tests as indicators of scholastic ability and as screening devices for organic pathology, learning disabilities and emotional disturbance. The student will become cognizant of the limitations of intelligence tests in relation to their reliability, norming and interpretation. Consent of instructor required. Fee required. I.

#### **PY 476. Treatment of Children and Adolescents. (3)**

This course will include an overall

treatment program for children and adolescents. The major syndromes of maladjustment and learning difficulties will be discriminated: treatment modalities such as behavior modification and psychotherapy with individuals and groups will be evaluated for effectiveness in treatment of specific syndromes. II.

#### **PY 478. Personality Assessment. (3)**

This course will qualify the student to administer a series of projective instruments such as: Draw-a-Person; Bender-Gestalt; Rorschach; Thematic Apperception Test (TAT); Minnesota Multiphasic Personality Inventory (MMPI), and other self-report inventories. The student will learn to interpret the tests as indicators of personality disturbance and as screening devices for organic pathology and learning disabilities. The student will become cognizant of the limitations of projective tests in relation to their reliability, norming and interpretation. Prerequisites: PY 475 and consent of instructor. II.

#### **PY 488. Seminar in Abnormal Behavior. (3)**

This course is designed to provide maximum interchange between instructor and student. The course content will deal with current issues in abnormal psychology. Topics to be discussed include current research, techniques and treatment alternatives which are related to the field of psychopathology. An additional goal is to provide the opportunity to do a thorough literature review in a selected area and make an in-depth class presentation. Prerequisites: Minimum of 15 hours completed and consent of instructor.

**PY 490. Independent Study Course. (1-3)**

See ED 490. I, II, S.

A. Field Work

B. Research and Clinical Application

C. Directed Readings

**PY 491. Beginning Practicum. (2)**

This course will provide an initial experience with psychotherapy practice. It will require familiarization of basic relationships—building techniques and the utilization of these processes in a supervised therapeutic situation. Prerequisites: PY 415, 421, minimum of 18 graduate hours completed and consent of advisor.

**PY 493. Advanced Practicum. (4)**

This practicum will provide the culminating experience in the field and/or location for which the student is preparing. The student will spend 275 hours time working in a responsible, yet supervised capacity, in a professional placement. Evaluation by the student, by college personnel, and by agency professionals will be used as recommendation for future positions. Prerequisites: PY 491, minimum of 24 graduate hours completed and consent of instructor. I, II, S.

**PY 496. Special Topics. (1-3)**

Special Topics will change every semester and include the study of timely and pertinent areas in the field of psychology. Prerequisites: Minimum of 6 graduate hours completed and consent of instructor. I, II, S.

**PY 497. Physiological Psychology. (3)**

The purpose of this course is to survey the levels of analysis that are used to study the nervous system and its relationship to human behavior. Major topics include the organization of the brain, basic mechanics of vision and movement, thought and emotion, the chemistry of the brain, development of the nervous system and disorders of the brain and other body systems. II.

**PY 498. Learning & Motivation. (3)**

The purpose of this course is to survey the major theoretical concepts underlying how the human organism learns and what propels him/her to action. Major topics include classical & instrumental conditioning, modeling and imitation learning, memory and language development, physiologically modulated drives of eating, sleeping and reproducing, classical drive reduction theory, and the social motives of power, affiliation and achievement. I.



# ADMINISTRATION

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(1978)

Academic Dean,  
Fontbonne College  
St. Louis, Missouri

**Kathleen Andrews** (1987)

Vice President,  
Universal Press Syndicate, Inc.  
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**Sister Mona Marie Buegler, C.S.J.**  
(1971)

Fontbonne College  
St. Louis, Missouri

**Sister Marie Georgette Eschbacher, C.S.J.** (1984)

Director of Institutional Planning,  
Avila College  
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**Norman P. Gordon** (1967)

Attorney and Senior Partner,  
Gordon & Gordon, P.C.  
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**Sister Alberta Huber, C.S.J.** (1986)

Director, Faculty Development,  
College of St. Catherine  
St. Paul, Minnesota

**Ole C. Jensen** (1969)

C.P.A. and Business Consultant  
Kansas City, Missouri

**Sister Anne Kelly, C.S.J.** (1984)

Assistant Provincial,  
St. Joseph Provincialate  
St. Louis, Missouri

**Mary Jo McCann** (1982)

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Touche Ross & Co.  
Kansas City, Missouri

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Consultant, Paine Webber  
Kansas City, Missouri

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Philanthropist  
Kansas City, Missouri

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Manager, KSHB-TV, Channel 41  
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**Kenneth Beal (1982)**  
Director of Computer Services, and  
Associate Professor of Computer  
Science. B.S., Fort Hays State Col-  
lege; M.S., Pittsburg State College;  
Ed.D., University of Kansas.

**Sister Elaine Margaret Besand (1968)**  
Assistant Bookstore Manager. B.A.,  
Fontbonne College.

**Toni Bink (1976)**  
Registrar. B.A., Fontbonne College;  
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**Sister Una Marie Brumback (1969)**  
Librarian, Associate Professor of  
Library Science. B.A., Fontbonne  
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Catherine.

**Cynthia Butler (1986)**  
Director of Financial Aid. B.S.,  
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**Julia Cavness (1975)**  
Transfer Consultant.  
Stephens College.

**Sister Olive Louise Dallavis (1952)**  
President Emerita. B.M., Fontbonne  
College; M.M., University of Illinois.

**Susan Gentry Dumay (1987)**  
Central Reservationist. B.A.,  
University of Kansas.

**Carol Frevert (1981)**  
Coordinator of Student Health  
Services. B.S.N., University of  
Missouri-Columbia.

**Shiloh Garies (1974)**  
Learning Laboratory Assistant.  
B.S.N., Avila College.

**Sandi Garron (1984)**  
Director of Public Relations. B.A.,  
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**Sister Ellen Marie Gavin (1975)**  
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**Weldon Gearhart (1986)**  
Coordinator of College Skills. B.S.,  
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University.

**Mary L. Godlewski (1987)**  
Assistant Director of Residence  
Life/Manager of Marian Centre.  
B.A., Beloit College.

**Steve Grant (1986)**  
Assistant Business Manager and  
Chief Accountant. B.S., Central  
Missouri State University.

**Gwen Hibdon (1980)**  
Coordinator of Personnel Services  
and Director of Affirmative Action.

**Joan Ice (1986)**  
Head Women's Volleyball Coach.  
B.A., St. Mary of the Plains College.

**Dennis Joyce (1982)**  
Head Men's Basketball Coach.  
B.A., Avila College; M.B.A.,  
Rockhurst College.

**Kelly V. Mahon (1987)**  
Media Specialist/Assistant  
Librarian.  
B.M., San Diego State University;  
M.M., University of Kansas;  
M.L.S., Emporia State University.

**Beth Maren (1986)**  
Residential Coordinator and  
Activities Advisor.  
B.A., St. Norbert College.



**Patricia Martin (1977)**

Director of Development.  
Baker University.

**David Melton (1987)**

Admissions Counselor. A.B., Mt.  
Vernon Nazarene College; M.A.,  
Nazarene Theological Seminary.

**Sister Siena Marie Miget (1983)**

Assistant Librarian. B.A., Font-  
bonne College; College of St.  
Catherine.

**James Millard (1987)**

Director of Admissions.  
B.A., Rockhurst College.

**Marlene Mohs (1986)**

Admissions Counselor. B.S.,  
Moorhead State University.

**Gary Morgan (1985)**

Director of Student Development.  
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Bookstore Manager and Purchasing  
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Counseling. B.A., M.S., San Diego  
State University.

**J. Scott Royal-Ferris (1983)**

Director of Athletics and Head Soc-  
cer Coach. B.S., M.A., Western  
Michigan University.

**Martina Ruble (1986)**

Admissions Counselor.  
B.A., Avila College.

**Arthur Schlumpberger (1963)**

Director of Physical Plant.  
South Dakota State University.

**Sister Rose Anthony Schmitt (1954)**

Coordinator of Alumni Records.  
B.A., Fontbonne College; M.A., St.  
Louis University.

**G. Richard Scott (1964)**

Director of Planned Giving.  
B.A., M.A., Central Missouri State  
University.

**Anita Seibolt (1963)**

Assistant Registrar.

**Susan Seiter (1986)**

Admissions Counselor.  
B.A., Avila College.

**Buddy Soloff (1987)**

Head Women's Basketball Coach.

**John Thomas (1987)**

Vice President for Institutional  
Advancement. B.S., M.A., South  
Dakota State University.

**Gerald R. Westbrook (1987)**

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Veteran's Affairs.  
B.A., Avila College.

**David Wissmann (1979)**

Director of Alternative Programming  
and Associate Professor of  
Sociology. B.A., University of Puget  
Sound; M.A., Ph.D., University of  
Arizona.

**Janice Woerth (1987)**

Programmer, Continuing Education.  
B.S., B.A., University of Nebraska;  
M.P.H., University of Oklahoma;  
Ph.D., University of Missouri-  
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**Mary Eileen Woods (1984)**

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B.S., Avila College; M.L.S., Emporia  
State University.

**Reverend Michael J. Zahorchak (1985)**

College Chaplain and Assistant Pro-  
fessor. B.A., M.A., Catholic Universi-  
ty; M.A., University of Detroit.

**MEMBERS OF THE FACULTY****Frank Adams (1986)**

Instructor in Sociology/An-  
thropology. B.S., M.S., M.A., Ed.S.,  
Central Missouri State University.

**Jane Adelsberger (1966)**

Professor of English. B.A., Font-  
bonne College; University of Notre  
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Instructor in History. B.A. Stanford University; M.A., Hunter College of The City-University of New York.

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Assistant Professor of Theatre. B.S., School of the Ozarks; D.T.S., University of Wales; Royal Academy of Dramatic Art (London); Ph.D. Candidate, Columbia Pacific University.

**Stephen Beach (1978)**

Associate Professor of Sociology. A.B., Stanford University; M.A., Ph.D., Duke University.

**Florence Beck (1940)**

Professor Emerita. Philosophy.

**Terry Becker MT (ASCP) (1982)**

Instructor in Medical Technology. B.S.M.T., Avila College.

**Patricia Bell (1985)**

Instructor in Psychology. B.A., University of Kansas; M.A., Ph.D., University of Missouri-Kansas City.

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**Sidney R. Butler (1986)**

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**John Carpenter (1987)**

Instructor in Art. B.F.A., Kansas City Art Institute.

**Joan Carroll (1985)**

Instructor in English. B.A., Avila College.

**Claire Chase (1986)**

Instructor in Business. B.S., M.A., University of Iowa.

**Cathy J. Chess, R.N. (1985)**

Assistant Professor in Nursing. B.S., State University of New York at Stony Brook; M.S.N. & P.N.P., University of Missouri-Kansas City.

**Linda Cleveland (1983)**

Assistant Professor of Chemistry. B.A., Coe College; Ph.D., University of Iowa.

**Diane Covert (1984)**

Instructor in Photography. B.F.A., Kansas City Art Institute.

**William G. Covington, Jr. (1986)**

Assistant Professor in Communications. B.A., Northeast Louisiana University; M.A., Northeast Louisiana University.

**Joanne L. Craig (1987)**

Instructor in Business. B.S., Avila College.

**Curtis Crawford (1987)**

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**AVILA COLLEGE SOCIAL WORK  
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Missouri College Fund  
Missourians for Higher Education  
National Association of Campus  
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National Association of College  
Admissions Counselors  
National Association of Colleges &  
Universities Business Officers  
National Association of  
Intercollegiate Athletics

National Association of Student  
Financial Aid Administrators  
National Association of Student  
Personnel Administrators  
National Federation of Carondelet  
Colleges  
National Orientation Directors'  
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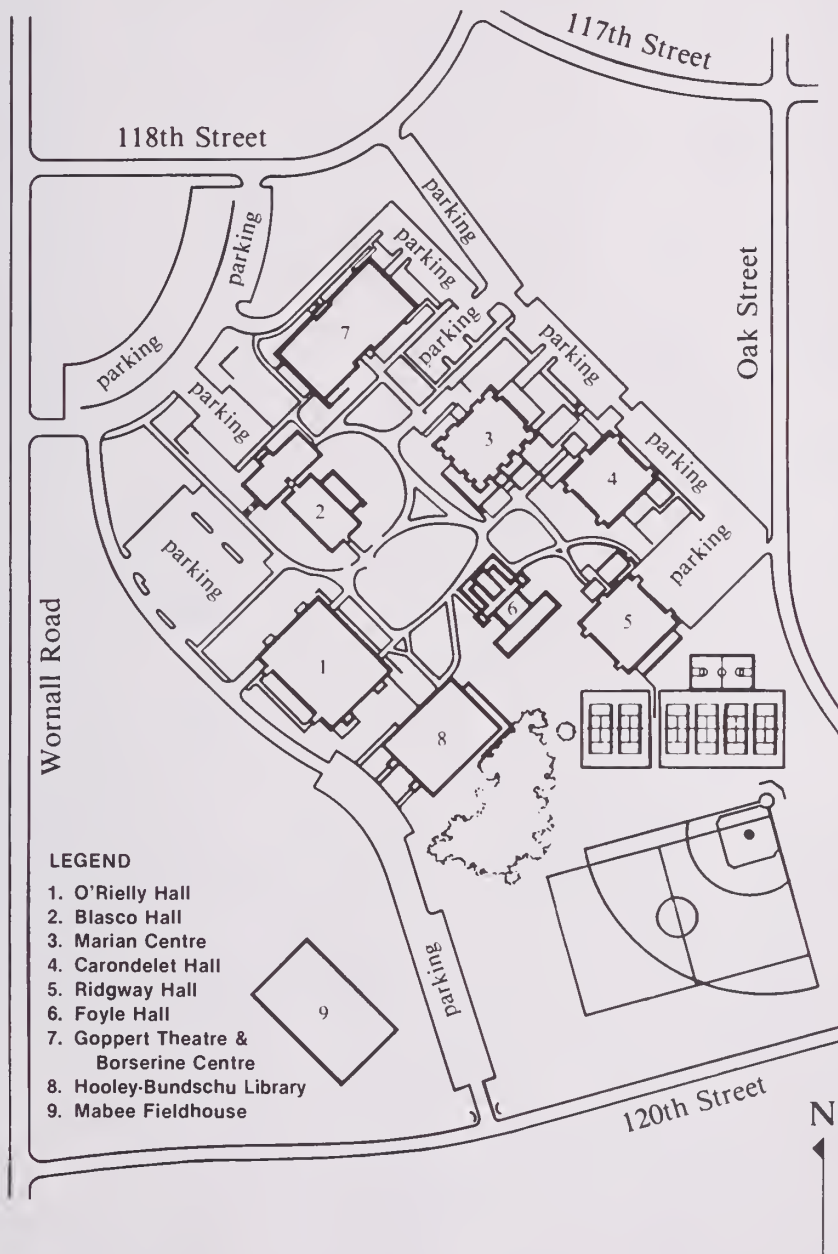


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Memberships .....	159	Student Government .....	9
Military Credit .....	24	Student I.D. Cards .....	11
Minors .....	34	Student Policies .....	10
Mission Statement .....	4	Student Publications .....	9
Montessori .....	65	Student Services .....	7
Motor Vehicles and Parking .....	11	Teacher Certification .....	13
Music .....	90	Theatre .....	10, 127
National Federation of Carondelet Colleges .....	159	Theology .....	133
Natural Science .....	95	Transcripts .....	29
Non-Credit Program .....	20, 23	Transfer Credits .....	27
Non-Discriminatory Policy .....	2	Transfer Evaluation .....	28
Non-Degree-Seeking Students .....	13	Transfer Students .....	12
Nursing .....	95	Tuition .....	16
Nursing Program, Re-admission to .....	96	Tuition Adjustment .....	19
Payment of Accounts .....	19	Tuition Deposit .....	16
Performing Arts .....	128	Tuition, Guarantee Program .....	16
Philosophy .....	101	Voice .....	91
Physical Education .....	102	Weekend College .....	32
Physics .....	102	Weekend Intensive Courses .....	32
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# AVILA COLLEGE CAMPUS





**AVILA COLLEGE**  
**CATALOG INSERT**

1988-1989



## TUITION AND FEES

### **AVILA GUARANTEED TUITION PROGRAM**

This program allows students to purchase an optional contract which will *GUARANTEE* that their tuition costs do not increase over a four year period of full-time continuous undergraduate enrollment.

The one-time premium paid to secure the contract is equal to 10 % of the current full-time annual tuition. The premium is non-refundable but will be returned in part if the student does not save money through the *GUARANTEE* program.

For further information and details, contracts can be obtained from the Financial Aid Office or the Dean of Students Office.

### **TUITION**

#### **Full-time Students**

(12-18 hours)

Tuition per semester .....\$2,750.00

Student Center and Activity Fee .....40.00

Tuition per semester hour over 18 hours .....135.00

(or 19 hours if 19th hour is chorus or dance)

#### **Part-time Day Students**

(Monday thru Friday) (1-11 hours)

Tuition per credit hour .....\$ 135.00

Student Center and Activity Fee per credit hour .....1.00

#### **Part-time Evening Students**

(after 1700, Intensive Weekend Courses, Saturday and Sunday)

(1-11 hours)

Tuition per credit hour .....\$125.00

Student Center and Activity Fee per credit hour .....1.00

#### **Part-time Summer Students**

Tuition per credit hour .....\$110.00

#### **Graduate Credit**

Tuition for day & evening classes per credit hour .....\$175.00

Student Center and Activity Fee per credit hour .....1.00

#### **Audit**

The charge for auditing courses is the same as for courses taken for credit.

## Non-Credit Courses

With permission of the instructor, any class may be taken for non-credit.  
No credentials *REQUIRED*; no records kept.

Acting Classes (per credit hour) .....	\$135.00
Dance Classes (per credit hour) .....	135.00
Fencing Classes (per credit hour) .....	135.00
PE-all day classes (per credit hour) .....	135.00
(includes the lab fee)	
PE-all evening classes (per credit hour) .....	125.00
(includes the lab fee)	
Private Lessons in Guitar, Piano, Organ and Voice .....	Check Fees
All other classes (per credit hour) .....	62.00
(and fees as listed)	

## Continuing Education Units (CEU)

As listed in the Continuing Education Class Schedule

## Credit by Examination

College Level Examination Program (CLEP) per credit hour ...	\$20.00
(Does not include cost of the examination)	
Departmental Exam per credit hour .....	37.00
Experiential learning per credit hour .....	37.00
Standard agency examination per credit hour .....	37.00

## Tuition & Fee Policy for Students 55 years & Older

(This does not include graduate credit)

-Verification of age required-

**FOR Credit or Audit** - (credentials required; records kept)

Tuition .....	1/2 of regular
Lab Fees .....	All
Student Activity Fee .....	1/2 of regular
Application Fee .....	None

**FOR: Non-Credit** (No credentials required; no records kept)

Tuition .....	1/2 of regular
Lab fees .....	All

**NOTE: Registration will be accepted on a space-available basis.** Students must receive permission of the instructor.

## Lab Fees and Miscellaneous Fees

See the Semester Class Schedule for specific fees.

## Room and Board

Double Room per semester .....	\$1,300.00
Single Room per semester .....	1,550.00
Room Reservation and Damage Deposit .....	50.00

## **COURSES THAT MEET THE CORE REQUIREMENTS**

### **I. Writing (3 hours)**

- EN 50 English Composition I (3)
- EN 60 English Composition II (3)
- EN 111 Advanced Composition (3)

### **II. Speech (3 hours)**

- CO 111 Speech Communication (3)
- CO 112 Human Communication (3)

### **III. Mathematics (3 hours)**

- MA 11 Fundamental Concepts of Mathematics (3)
- MA 16 Integrated Algebra & Trigonometry I (3)
- MA 17 Integrated Algebra & Trigonometry II (3)
- MA 31 Calculus & Analytic Geometry I (5)
- MA 50 Elementary Probability & Statistics (3)

### **IV. Literature (3 hours)**

- EN 112 Survey of English Literature (3)
- EN 117 The Short Story (3)
- EN 118 Mythology (3)
- EN 119 World Masterpieces I (3)
- EN 120 World Masterpieces II (3)
- EN 121 Great Epics of the World (3)
- EN 123 Psychological Aspects of the Novel (3)
- EN 130 Human Relations in Literature (3)
- EN 131 American Literature (3)
- EN 141 American Drama (3)
- EN 145 Modern European Drama (3)
- EN 155 Shakespeare (3)
- EN 158 The Restoration & Eighteenth Century (3)
- EN 160 Romantic Literature (3)
- EN 161 Victorian Literature (3)
- EN 170 Contemporary Literature (3)

### **V. Western Civilization (3 hours)**

- HI 11 Western Civilization I (3)

### **VI. Philosophy & Theology (9 hours in 2 areas)**

- PL 11 Introduction to Philosophy (3)
- PL 13 Logic (3)
- PL 80 Philosophy of the Human Person (3)
- PL 122 The Existence of God (3)
- PL 156 Ethics (3)
- TH 18 Introduction to the Old Testament (3)
- TH 19 Biblical Wisdom & Modern Man (3)
- TH 20 Bible as History (3)
- TH 21 Bible as Literature (3)

TH	22	The Three Gospels: Matthew, Mark, Luke (3)
TH	23	The Letters of Paul (3)
TH	24	The Gospel of John (3)
TH	48	Jesus Christ (3)
TH	109	Catholic Theology of Human Existence (3)
TH	131	The History of Christianity (3)

#### **VII. Art & Music (3 hours)**

AR	80	Survey of Art I (3)
AR	81	Survey of Art II (3)
AR	181	History of Renaissance Art (3)
AR	182	History of Baroque Art (3)
AR	185	History of 20th Century Art (3)
MU	120	Music Appreciation (3)
MU	123	History of Twentieth Century Music (3)
MU	126	History of American Jazz (3)
MU	142	History of American Musical Theatre (3)
TR	40	Theatre Appreciation (3)

#### **VIII. Foreign Language (6 hours)**

FR	11	French I (3)
FR	12	French II (3)
GE	11	German I (3)
GE	12	German II (3)
IT	11	Italian I (3)
IT	12	Italian II (3)
LT	11	Latin I (3)
LT	12	Latin II (3)
SP	11	Spanish I (3)
SP	12	Spanish II (3)

#### **IX. Natural Science (NS,PH,BI,ES OR CH) (7 hours in 2 areas)**

BI	11	Introduction to Biology (3) with lab
BI	12	Life Science I (5) with lab
BI	20	Functional Human Anatomy & Physiology (4) with lab
BI	70	Introduction to Environmental Biology (3)
BI	120	Human Anatomy (4) with lab
BI	121	Human Physiology (4) with lab
BI	125	Pathology-Introduction to Human Disease (3)
CH	15	Molecules that Matter (3-4) optional lab
CH	31	General Chemistry I (4) with lab
CH	35	Introduction to Organic & Biochemistry (4) with lab
ES	11	Earth Science (4) with lab
NS	11	Introduction to Science (3-4)
PH	17	Physical Science (4) with lab
PH	31	General Physics I (4) with lab

**X. Economics, Political Science, Psychology & Sociology  
(9 hours in 3 areas)**

- A. EC 51 Principles of Economics I (3)  
EC 52 Principles of Economics II (3)  
EC 151 Intermediate Macroeconomics (3)  
EC 152 Intermediate Microeconomics (3)  
EC 161 Money & Banking (3)  
EC 171 Economics of Current Issues (3)  
EC 182 International Economics (3)  
EC 199 Economics Seminar (1-3) Must Take (3)

B. Political Science

- PS 12 American National Government (3)  
PS 14 State & Local Politics (3)  
PS 15 Contemporary World Politics (3)  
PS 30 Law & Society (3)  
PS 122 Public Policy (3)  
PS 124 Intergovernmental Relations (3)  
PS 126 Political Ideologies (3)  
PS 130 Constitutional Law (3)  
PS 131 The Constitution: Civil Rights & Liberties (3)  
PS 139 Criminal Law (3)  
PS 141 Comparative Political Systems: The Industrialized Countries (3)  
PS 142 Comparative Political Systems: The Developing Countries (3)  
PS 145 American Foreign Policy: Process & Substance (3)  
PS 146 War and Foreign Policy (3)  
PS 147 Topics in Comparative Politics (3)  
PS 151 Political Parties & Interest Groups (3)  
PS 152 The American Presidency (3)  
PS 153 The Congress: An American Institution (3)  
PS 190 Special Topics (1) (Must take 3 Hours)

C. Psychology

- PY 11 General Psychology (3)  
PY 12 Introduction to Psychodrama (3)  
PY 55 Theories of Personality (3)  
PY 112 Advanced Techniques in Psychodrama (3)  
PY 121 Human Growth & Development (3)  
PY 123 Child & Adolescent Psychology (3)  
PY 140 Psychology of Learning (3)  
PY 141 Experimental Psychology (3)  
PY 161 Social Psychology (3)  
PY 162 Abnormal Psychology (3)  
PY 163 Psychology of the Exceptional Child (3)  
PY 186 Current Trends in Psychotherapy (3)  
PY 188 Communication Processes (3)



D. Sociology

- SO 11 Introduction to Sociology (3)
- SO 12 Social Problems in American Society (3)
- SO 21 Introduction to Anthropology (3)
- SO 111 The Family (3)
- SO 112 The Sociology of Health & Illness (3)
- SO 114 Topics in Family Life (3) (Must take 3 Hours)
- SO 121 Racial & Ethnic Minorities (3)
- SO 129 Topics in Women's Studies (Must take 3 Hours)
- SO 130 Social Systems (3)
- SO 132 Social Change (3)
- SO 137 Social Inequality (3)
- SO 138 Topics in City Life (Must take 3 Hours)
- SO 154 Topics in Sociology (3)
- SO 161 Social Psychology (3)
- SO 164 Collective Behavior & Social Movements (3)
- SO 165 Topics in Social Psychology (3)
- SO 171 -SO 174 (Must take 3 hours in this series)**
- SO 171 Theory Construction (1)
- SO 172 Functional Theory (1)
- SO 173 Conflict Theory (1)
- SO 174 Symbolic Interaction/Exchange Theory in Sociology (1)
- SO 182 Criminology (3)
- SO 183 Juvenile Delinquency (3)
- SO 186 Deviant Behavior (3)
- SO 187 Topics in Deviance (1-3) (Must take 3 Hours)
- SO 201 Topics in Sociology of Aging (Must take 3 Hours)





# *A Kansas City College for Men & Women*

**avila**  
**COLLEGE**

11901 Wornall Road  
Kansas City, Missouri 64145

Catalog 1988-1989